MISSISSIPPI SYMPHONY ORCHESTRA

Business & Administration Manager

Jackson, Mississippi

Reports to: Executive Director

The Mississippi Symphony Orchestra seeks a detail-oriented professional to manage financial tracking, administrative systems, ticketing oversight, and marketing coordination. This position strengthens daily business operations, current staff, and provides timely information that supports organizational decisions.

Job Expectations

- Prepare monthly budget-to-actual reports and identify variances for the Executive Director and Treasurer.
- Coordinate invoices, purchasing approvals, expenses, and cash-flow information with outside accounting firm.
- Maintain education and youth orchestra budgets, program fees, school-district invoices, and receivables records.
- Prepare financial information for grant and sponsorship reporting.
- Supervise and support administrative and ticketing staff and vendors, establishing priorities, coverage, and customer service expectations.
- Maintain contracts, organizational records, and systems access.
- Maintain profit and loss reporting of programs and each performance.
- Coordinate marketing contractors and vendors, maintaining campaign schedules, consistent branding, and approved spending.
- Track campaign expenses, ticket conversions, audience growth, attendance, earned revenue, and completion of sponsor benefits.
- Confirm event and program information with operations staff and obtain appropriate approvals for artistic, institutional, donor, and sponsor messaging.
- Maintain regular coordination with staff and provide administrative or event support around the concert calendar.

Required Experience and Qualifications

- Relevant experience in business administration, nonprofit administration, financial coordination, or a comparable operational role.
- Demonstrated ability to track budgets, process invoices, reconcile revenue, monitor receivables, and prepare clear financial reports.
- Strong spreadsheet skills and proficiency with accounting, database, and standard office systems.
- Experience supervising staff or coordinating contractors and vendors.
- Experience with ticketing, customer service, sales reporting, or comparable transaction-based systems.
- Ability to coordinate marketing schedules and evaluate spending and audience or sales results.
- Strong organizational skills, accuracy, confidentiality, and the ability to manage competing priorities.
- Clear communication and the judgment to identify issues requiring leadership review.

Experience in performing arts organizations, education programs, or grant-supported nonprofits is required.

Compensation and Office Expectations
Compensation will be based on relevant experience and qualifications. Regular office hours are maintained at the MSO corporate office, with additional visits to schools and event venues required. No employee benefits are provided.

Applicants should submit cover letter and resume to:
Mississippi Symphony Orchestra
Attn: Janet Reihle
jlreihle@msorchestra.com
125 S. Congress Street, Ste 100, Jackson, MS 39201