

CARMEL BACH FESTIVAL

Title: Development Assistant

Classification: non-exempt, part-time, seasonal

Rate: \$27 hr

Reports to: Director of Development

About the Carmel Bach Festival:

The Carmel Bach Festival (CBF) began in 1935 as a four-day series of concerts at the Sunset School Auditorium and the Carmel Mission Basilica. Over the years, it has grown to a two-week celebration of concerts, recitals, master classes, lectures, and open rehearsals in July. The Festival's mission is to celebrate the works, inspiration and ongoing influence of Johann Sebastian Bach worldwide by immersing audiences in a festival experience integrating music, education and ideas. Under the leadership of Artistic Director and Principal Conductor Grete Pedersen the organization offers innovative artistic programming.

The 89th season takes place July 11–25, 2026.

Position Summary:

The Carmel Bach Festival (CBF) seeks a collaborative and detail-oriented **Development Assistant**. The Development Assistant supports the Director of Development to assist in executing fundraising campaigns, donor cultivation, and appreciation events to ensure the financial goals and mission of the CBF are achieved. The Development Assistant maintains databases to audit-level accuracy, ensures acknowledgements and correspondence to donors are filled in a timely manner, provides support to the design and production of mailed campaigns, and assists with collaborating and producing events. The Development Assistant acts as the communications support to the

Development Committee Chair and works closely with the Director of Development and Executive Director.

Qualification Requirements

- 1-3 years administrative experience in a non-profit or business setting
- Excellent interpersonal skills
- Database experience
- Experience planning and working events
- Excellent customer service skills

Working Conditions: working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

ENVIRONMENT:

- Approximately 85% of the time indoors is spent sitting at a desk using a computer.
- Approximately 10% of the time is spent outdoors.
- Approximately 5% of the time is spent driving a car.
- Noise level in the work environment is usually moderate.
- The temperature of the work environment is moderate and ranges from 65 – 95 degrees.
- Some duties during the festival season may require climbing narrow stairs and entering backstage areas of venues where extra caution is required.

PHYSICAL DEMANDS:

Occasionally (6-33%): bend, twist, push, pull, squat, kneel, and drive

- Walk to nearby venues (within 1-mile radius), and drive personal and company vehicles
- Lift up to 30lbs

Frequently (34-66%):

- sit, reach with hands and arms; balance; stand and walk; grasp with hands and fingers; carry heavy objects and lift up to 20 lbs
- **Continuously (67-100%):** use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 10 lbs).

MACHINES, TOOL AND EQUIPMENT:

- **Seldom (1-15%):** automobile, Pitney Bowes machine
- **Frequently (16-66%):** phone, copy machine
- **Continuously (67-100%):** writing instruments, computer

TRAVEL (5-10%):

- This job requires minimal routine travel and is usually within the proximity of Monterey County.

To apply please email your resume, cover letter, and any work samples you would like to include to: HR@bachfestival.org with “Development Assistant” in the subject line.