



## **Tessitura Database Coordinator**

Fresh from its 60th Anniversary Season, Baltimore Center Stage (BCS) seeks an experienced database professional to join our team as Tessitura Database Coordinator.

This role will represent Baltimore Center Stage on a cross-institutional Tessitura team, sharing responsibility for enforcing adherence to data standards and ensuring data integrity while assisting as needed with all patron account data entry and database maintenance. The Tessitura Database Coordinator will develop reports and queries using Tessitura to create and manage custom modules within Tessitura. Must be willing and able to participate as a member of the IT staff responding to helpdesk incidents by acting as the Tessitura 'super user' providing technical support and training to BCS staff.

### **Compensation:**

The salary is \$50,000 - \$60,000 per year plus standard company health benefits and paid time off. This is a year-round non-exempt position, eligible for overtime. Currently, Baltimore Center Stage's administrative staff work in a hybrid format: three days in the office and two days from home.

### **Essential Functions**

- Maintain the integrity of the Tessitura database for the organization through quality control and enforcing data entry policy and procedures throughout the various departments.
- Help with accurate and timely entry of all gifts, campaigns, the tracking of outreach efforts and mailings.
- Provide Tessitura and TNEW support to the members of the box office when setting up new seasons and providing reports.
- Train members of the Development Department on gift processing, data entry procedures, and other Development specific processes and procedures in Tessitura.
- Coordinate and produce ongoing reports, list pulls, and other data/reporting requests and assist in the creation of mail out extractions.
- Assist in the balance and closing of financial reports as needed in coordination with the Development and Finance teams.
- Participate in data processing and report improvement discussions and assist with implementation/upgrade planning as requested.
- Perform other related duties as assigned or requested.

### **Skills and Experience Required**

- At least 3 years of related database experience, preferably in the non-profit sector.
- Experience with non-profit/fundraising database software required, Tessitura experience strongly preferred.
- Proficiency in computers skills and data entry, including the use of the Microsoft Office suite.
- Exhibit strong attention to detail and accuracy in recording information.
- Must have strong organizational skills and be able to handle multiple tasks and priorities simultaneously  
Ability to work independently and as part of a team with outstanding interpersonal skills.
- Excellent verbal and written communication skills.

**Reports to:** Director of Information Technologies

**To Apply:**

Please send resume and cover letter to [adminjobs@centerstage.org](mailto:adminjobs@centerstage.org). Please put 'Database Coordinator' in the subject line. The posting will remain open until the position is filled.

**About Baltimore Center Stage:**

Designated the State Theater of Maryland in 1978, Baltimore Center Stage provides the highest quality theater and programming for youth, families, and all members of our community under the leadership of Managing Director Adam Frank and Artistic Director Stevie Walker-Webb.

BCS ignites conversations and imaginations by producing an eclectic season of professional productions across two main stages and an intimate 99-seat theater, and through engaging and inspiring community and education programs. Everything we do at BCS is led by our core values—the lead among them being Access for All. BCS is building on a legacy of artistic excellence and inclusion to redefine what a vibrant cultural and civic anchor can be for the post-Covid generation. BCS is committed to being an inclusive workplace, and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.