

<b>Job title:</b>	Database Administrator
<b>Reports to:</b>	Shared Services Database Manager

**PURPOSE OF THE JOB:**

Key role in ensuring the success of a multiple organization consortium utilizing a single, control-grouped, Tessitura database to support, enhance and achieve the varied goals of the Consortium member organizations. The Consortium members work together to provide the best customer service experiences for donors and other patrons. Consortium organizations include the Kansas City Ballet, Kansas City Symphony, Lyric Opera of Kansas City and Kauffman Center for the Performing Arts.

Duties include, but are not limited to Tessitura database administration activities, writing/editing reports in SSRS or InfoMaker, creating automation utilities using triggers, external storage or temporary tables.

Candidates must possess a thorough understanding of data management and database administration procedures and the ability to work and communicate effectively and professionally with a diverse team.

**Essential Job Responsibilities:**

- Investigate and address support issues concerning Tessitura application, Hosted Services vendors, Worldpay CC processing, N-Scan and multiple Consortium Web API interfaces and vendors, such as WordFly.
- Provide rapid response for critical issues.
- Proactively review, collaborate, and evaluate the impact of changes to the software due to process changes, new releases.
- Evaluate business processes for best practice(s).
- Create custom forms, headers, data hygiene processes and reports.
- Maintain documentation on all customizations and shared processes.
- Regularly communicate with all Consortium members to proactively identify potential improvements or issues.
- Additional Tessitura support duties as assigned.

**Minimum Qualifications:**

- Three years of experience in relational database development and administration.
- Ability to collaborate and work effectively with multiple organizations, diverse team members, vendors and other stakeholders, as well as work independently.
- Strong written and verbal communication skills, flexible mindset.
- Proficiency in Excel and other Microsoft Office 365 tools, SQL Server Management Studio, SQL Server Data Tools for Visual Studio, Info Maker.
- Good problem solving and strategic thinking skills.
- Ability to prioritize, identify critical issues and work towards results.

**Preferred Qualifications:**

- Specialized training and/or college degree in data analytics, data management or database administration strongly preferred.
- Tessitura platform experience preferred.

**Organizational values:**

Adheres to and promotes organizational values: (see below)

<b>ORGANIZATIONAL VALUES</b>			
<b>Own it, get it solved</b>	<b>Aim for excellence</b>	<b>Be enthusiastic</b>	<b>Act with respect</b>
<ul style="list-style-type: none"> <li>▪ Integrity</li> <li>▪ Honest communication</li> <li>▪ Transparency</li> <li>▪ Trustworthy</li> <li>▪ Responsible</li> </ul>	<ul style="list-style-type: none"> <li>▪ Striving to improve or meet a standard of excellence</li> <li>▪ Motivated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flexible</li> <li>▪ Fun</li> <li>▪ Embraces new ideas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Service</li> <li>▪ Considerate of others</li> <li>▪ Treat others with dignity and care</li> <li>▪ Work toward shared goals</li> </ul>

**Performs related duties as required**

**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*