



## **OFFICE MANAGER JOB DESCRIPTION**

Full Time, Exempt

Starting Salary: \$32,000

Benefits include health, vision, and dental insurance coverage; Simple IRA retirement plan with company match available after one year of service

The Office Manager is the front-line person at The Arts Federation, and must be friendly and helpful, willing to put forth extra effort to help customers, members and visitors. The Office Manager must be able to work under pressure and be able to multi-task while maintaining accuracy. The ideal candidate must have excellent clerical and customer service skills and experience, including computer competency as indicated below. This position has no direct reports and is supervised by the Chief Operating Officer.

### **Essential Job Duties**

#### Customer Service:

- Greet visitors and callers; represent TAF in a positive, outgoing, helpful manner.
- Assist patrons with arts and merchandise sales and conduct ticket sales for other member organizations' events.
- Answer telephone and take messages; use voice mail system.
- Respond to inquiries about TAF and member organizations; make referrals when appropriate.
- Provide orientation to new building users.

#### Office Management:

- Responsible for all aspects of facilities reservations, including processing requests, updating facilities calendars, and other record keeping.
- Maintain the organization's records/filing system by archiving, filing, and organizing information as needed.
- Records and updates contributions and membership information in the fundraising database.
- Assists with recording payments in the organization's daily cash journal. Prepares cash deposits.
- Operate office machines, including but not limited to computer, fax, scanner, cash register and photocopier.
- Prepare mailings.
- Maintain office procedure manual.
- Ensure the office stays organized, including maintaining bulletin boards and information racks.
- Assist with room set-up (may involve moving furniture up to 40 lbs) and clean-up.
- Drive to purchase items for office, take mailings to post office, etc.

- Perform other tasks as assigned by the COO.

### **Minimum Qualifications**

- High school diploma or equivalent with a minimum of one year relevant experience.
- Thorough knowledge of office procedures.
- Demonstrated computer proficiency in Microsoft Office Suite and Adobe Acrobat. Experience with database management also a plus.
- Ability to learn computer applications.
- Ability to communicate clearly and tactfully in English.
- Attentive to detail and ability to problem solve.
- Self-motivated with a willingness to self-initiate.

### **Desired Qualifications**

- Experience in a cultural organization or the nonprofit sector.
- Experience with copywriting and/or WordPress.
- Ability to communicate in Spanish.

### **Working Environment**

The majority of incumbent's time is spent in an indoor office environment. TAF's Office Manager must be able to read reports and use office equipment, including computer, copier, and scanner; answer the telephone; see to monitor parking lot and building activity. The incumbent may be offered the opportunity to work additional hours or occasional evening hours at TAF events. Additional hours **may be required** during special events and heavy work periods, such as The TASTE of Tippecanoe. The incumbent will be expected to work at all special events, which will involve some outdoor activity in possibly hot, humid, or rainy weather, and which may occur outside of normal working hours.

The above declarations are not intended to be an "all inclusive" list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

### **How to Apply:**

Interested applicants should send a cover letter and resume to TAF's Chief Operating Officer Ann Fields Monical at [ann@theartsfederation.org](mailto:ann@theartsfederation.org). Applications will be reviewed on a rolling basis.

The Arts Federation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.