



Off the Hook Arts Job Description

Job Title: Part-Time Office Manager

Reports to: Executive Artistic Director

Position Brief:

Our non-profit organization is looking for an experienced, reliable and task-oriented Office Manager. The Office Manager will work directly with the Executive Artistic Director and with the Board. This person will be responsible for performing office and administrative duties. The ideal candidate is highly self-motivated, professional and capable of managing their work load and prioritizing tasks in a part-time role. This is an excellent opportunity to join a growing organization.

This position is a remote position; however it requires meeting with Executive Director in person on a weekly basis.

The retained candidate will provide their own equipment such as laptop and phone.

***Our mission** is to provide free and low-cost music performance education for students in our community while cultivating a love of the performing arts through public concerts featuring world-class musicians and interdisciplinary collaborations among the arts, sciences, and humanities.*

Essential Functions & Responsibilities

- Support Executive Artistic Director in overall administration needs for the organization such as:
 - Manage online calendar listings for all organization's events throughout the year. Confirm the standard calendars that we post to, keep updated.
 - Be the go to person and the keeper and organizer of all organization's office tasks: emails, phone calls, postal mail, needed photocopies, ...

- Maintain and organize documents and files into a shared drive (i.e. G drive) and ensure all employees, partners, and Board members have necessary access
- Maintain updated lists of donors, sponsors, volunteers, members
- Maintain updated lists of venues, advertisers, and any other service providers
- Manage 1099 contracts, save in Drive and pursue corresponding emails.
- Assist bookkeeper or Executive Director in a timely manner for invoicing
- Assist as requested in Board meeting preparation.
- Festival preparation and management
 - Manage advertisers information, pursuing payment, communicating ad dimensions, organizing the copy, logos and other details on Drive;
 - Submit program artwork properly organized to the program designer in a timely manner;
 - Obtain banner permits in the city of Fort Collins, researching ads placement and cost such as on a bus, in a park, at a fitness club, in other cultural centers in town.
 - Coordinate communications, responding to emails once performing artists have confirmed their schedules and managing communications with 3rd parties such as caterers, rental space contacts, car rental agencies, etc.
 - Assist with travel itineraries and travel arrangements (where they will stay, rental car/shuttle/pickup,etc.) for visiting musicians and artists during festivals. Supply any information needed to them prior to festival as well as obtain information from them such as bio and photos for marketing purposes.
- Assist in the marketing tasks: press releases, general communications, email blasts, and other general marketing tasks as needed during Festival period.
- Maintain community relations with stakeholders of the organization and across all activities.
- Assist with special projects as identified by the Board.

Qualifications

- BA or BS in a related field required;
- Prior experience in marketing/communication in an Art related organization;
- Prior admin assistance or office management experience.

Skills Set

The ideal candidate will have a strong sense of timelines and deliverables; strong communication skills and success in a small company environment.

- *Minimum of 2+ years of experience as an Office Manager reporting directly to senior management*
- *Advanced Microsoft Office skills, with an ability to become familiar with G Suite.*
- *Proficiency in collaboration and prioritization of duties*
- *Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities*
- *Exceptional communication and interpersonal skills*
- *Ability to uphold strict level of confidentiality*

Not-required, but valuable:

- QuickBooks; collecting, disseminating and reporting
- Confidence with summarizing monthly and quarterly activities

Company Brief:

Off the Hook Arts was originally founded as PYCH ('Pitch') Project Youth and Chamber Music in 2012. Based in Fort Collins, we encourage life-long creativity and arts appreciation in Northern Colorado. We present unique and diverse events through the performance of classical music, collaborations with scientists and creative thinkers, and bring the experience of world-class music to new audiences of all ages. We support continued growth in performers and arts appreciators alike and encourage audiences to champion a vibrant local arts culture.