

**Job Description:** **OFFICE MANAGER, MIDCOAST COMMUNITY CHORUS**

**Supervised by:** **Chair of the Board of Directors or designee**

**Purpose of Position:** The Office Manager supports the Board, Artistic Director, singers and audience of Midcoast Community Chorus (MCC) by maintaining the office systems and administrative operations for the Chorus. The Office Manager interacts with public organizations within the community in a professional and efficient manner to support the mission and goals of MCC.

**Time Commitment:** This is a part-time (20-25 hrs. per week) hourly position, paid every two weeks. However, the amount of time required to complete necessary activities will vary dependent on the performance, fund-raising efforts and schedule of MCC.

**Chorus Mission:** Singing as a community for the community.

**Chorus Vision:** When we sing, we change who we are. When we change who we are, we change the world.

### **Responsibilities**

- **Board of Trustees:**

- Supports the Board Chair and Board members in terms of administrative tasks that relate to MCC and its committees. This includes secretarial duties, reporting requirements, schedules and communications.
- Coordinate dates, times and locations of Board meetings; provide status reports to the Board regarding current issues, assigned tasks, and recommendations for steps to resolve open issues. May be asked to periodically attend a portion or all of Board meetings, as necessary.
- In conjunction with the Board, Artistic Director and designated

committees, plan and help coordinate activities of all events such as performances, outreach events, fundraising events, retreats, etc.

- **Artistic Director and Chorus**

- Provide administrative support to the Music Staff.
- Attend a portion of most rehearsals to interact with chorus members, check attendance, collect fees/payments, answer or redirect questions to the appropriate person/committee/board member. Resolve issues with rehearsals, scheduling, office activities, performances, etc.
- Email communications to the chorus.

- **Committees**

- Support the Development Committee in maintaining a confidential database of potential contributors, advertisers, sponsors, donors and supporters.
- Work with the Concert Production Committee and volunteers to coordinate activities related to all volunteer activities, including recruitment, ticket sales, advertising sales, communication and assignment of tasks.
- Work with the designated chorus members to coordinate the development and printing of all MCC marketing materials.
- Coordinate all special event advertising with the Marketing/PR committee, including advance publicity, invitations, signage, promotional materials, calendar entries, publications, web site links or listings and follow-up communications.
- Submit all press releases to various news outlets and periodically update outlets lists and contact information

- **Administrative**

- Assist the Board Treasurer and paid financial consultant to record, report and reconcile any discrepancies related to the finances of the organization. Must be comfortable conducting financial transactions.
- Triage phone calls, and email communications received through the web portal and appropriately forward communications, as necessary, to the appropriate parties within the organization.
- Maintain all MCC mailing and contact lists on an ongoing basis.
- Pick up mail from the MCC Post Office Box in Rockport no less than

twice a week and appropriately distribute in a timely manner. In the weeks leading up to a concert, fundraiser or other MCC event, the PO Box must be emptied at least three times a week.

- Coordinate and maintain an electronic filing system in Google Drive; analyze and monitor internal processes on an as-needed basis; assist with design, implementation and documentation of operational policies & procedures and keep them up to date in files and on the website.
- Monitor and maintain office supplies inventory including regular review and approval of office supply acquisitions for Board and Chorus activities.
- Other activities or duties as they are developed by the Board.

**Qualifications and education requirements:**

- Minimum of two to three years of administrative office experience, or equivalent, is essential, and an associates' degree or the equivalent of education and related work experience is required.
- Proficiency in web applications and Microsoft Office, and an ability to learn additional computer systems.
- Possesses strong written and oral communication skills, excellent interpersonal skills,
- Must be a self-starter, organized, good communicator, and able to handle multiple tasks.

Midcoast Community Chorus provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.