

Job Description: OFFICE ADMINISTRATOR, MIDCOAST COMMUNITY CHORUS

Supervised by: Chair of the Board of Directors or designee

Purpose of Position: The Office Administrator 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 Administrator interacts with a wide variety of 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.

Office Administrator Position Description

POSITION DESCRIPTION

The **Office Administrator** is responsible for supporting the core daily administrative operations of the Midcoast Community Chorus, at its office in Camden, ME. The chorus has three part-time employees, and a limited number of contractors who are engaged for performances (two per year).

This position collaborates with a various committees across a wide range of organizational functions from marketing, development, special events, and artistic production to general office administration. This person must be able to keep the office organized and running efficiently while also demonstrating the flexibility and self-direction to prioritize and address the fluctuating demands between a variety of routine daily tasks, unexpected priorities, and ongoing, long- term projects. Since this position often serves as the first point of contact for Midcoast Community Chorus patrons and members, this person should possess excellent communication skills and deliver excellent customer service when interfacing with a wide range of individuals.

The ideal candidate will thrive performing and prioritizing a variety of duties, demonstrate proficiency across multiple computer systems, and share a curiosity to discover and recommend solutions to improve current systems.

POSITION RESPONSIBILITIES

Administrative-Bookkeeping / Finance / General Office Management

- Screen incoming phone calls to appropriate staff/board members with courtesy and professionalism
- Ensure office supplies are well-stocked and reordered on time
- Process daily incoming and outgoing mail
- Recruit and manage office volunteers, as needed
- **Bookkeeping responsibilities** including but not limited to:
 - Proficiency in Quickbook (QB) for income and expense tracking and regular backup of files, payroll, payroll tax payments with appropriate agencies as required.
 - Maintain and process Accounts Receivable and Accounts Payable invoices, receipts, deposits and withdrawals (weekly). Creating checks and overseeing electronic payments for all vendors.
 - Reconciling all financial accounts (checking, investment, and other payment platforms like Paypal) at least monthly.
 - Payment and tracking of independent contractors, keeping updated W-9 forms, and completing all annual filings with IRS and state agencies.
 - Providing all financial information and summaries as needed to board members and for filing of annual Form 990,
 - Offer admin/financial project support to the Board President as requested.

Artistic Director and Chorus

- Provide administrative support to the Music Staff.
- Email communications to the chorus.

Marketing / Box Office Support

- Provide processing of phone ticket orders
- Provide on-site assistance for concerts and special events

- Maintain accurate customer information and ticket transaction history in the Basic Fundraiser database

Development / Board / Special Events Support

- Support the Board President and Development Committee Head to maintain current Board rosters, facilitate meeting RSVPs and attendance tracking
- Assist with annual fundraising gala (Director's Circle) and special events management, such as reservation tracking, volunteer coordination, and event set-up and preparation
- Support the Development Committee in the processing of timely gift acknowledgements
- Support the Development Committee in maintaining accurate donor records and gift tracking in the BasicFunder Premier Database

Concert Production / Education Program Support

- Compile information and prepare weekly email newsletter to singers
- Support the Artistic Director in maintaining accurate singer contact information across organizational databases
- Coordinate annual chorister audition administration process

QUALIFICATIONS AND EXPERIENCE

- Demonstrated prior experience supporting a small-to-midsized administrative office
- Ability to work on multiple projects and shift priorities as needed.

- Proficient in PC-based Microsoft Office applications: Excel, Word, PowerPoint, QuickBooks and email
- Excellent interpersonal verbal and written communication skills
- Must possess a high degree of tact, professionalism, and discretion interfacing with a wide range of professional and volunteer musicians, Board members and patrons
- Must have reliable, independent transportation as this person may be required to travel to off-site locations and transport supplies and equipment between the office and venues
- May be required to lift up to 25 pounds either alone or with assistance

WORK ENVIRONMENT

- Monday-Friday hours are variable based on activities occurring during a given week. MCC rehearsals are held each Monday evening from 6:30-8:30PM; Office Administrator attends 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.
- Chosen candidate must be available occasional weekends and evenings to support concerts and special events; a flexible work schedule will be arranged during or around concert/event weeks to accommodate these occasions
- This is an in-office, on-site position.
- All employees are currently required to be fully vaccinated against the

COVID-19 virus

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.