Preble County Art Association

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| **Position Title:**  | Office Manager |
| **Exemption Status:** | Non-Exempt |
| **Reports To:**  | Executive Director |
| **Salary:**  | $34,500 – 37,500 (FT)$16.50 - $18 (PT) Not eligible for PTO |

# Position Overview

To provide administrative support to the Executive Director by providing clerical support, organizing procedures, ensure organizational effectiveness, efficiency, and safety. **Oversee facilities, operations, and financial data. Work with Program Coordinator on all classes related operations.**

# This position reports directly to the Executive Director, and it’s full time, non-exempt, up to 40 hours per week (some evening and weekend hours required). Salary is commensurate with experience. PT available at the discretion of E.D. (Wednesday-Friday and Saturdays half day).

**Role and Responsibilities:**

* Answer phones, greet guests and give impromptu instructions and tours when necessary.
* Assist all staff members with general administrative duties.
* Keep Calendar updated with events and deadlines
* Respond to community requests for information, rentals, and other general topics.
* Overseeing administrative policies within an organization and within the office; recommending changes as appropriate.
* Address Mail: opening, sorting, and distributing correspondence to pertinent parties
* Maintain inventory and office supplies. Anticipate office needs; evaluate new office products; place and often expedite orders when necessary.
* Respond to general inquiries from the classes and info email accounts
* Maintain the Board of Trustees list including affiliations and post it on the board manual and OneDrive as needed so it is accessible to Board members.
* Maintain Board Manual and Employee manual up to date
* Operations: handle all aspects of facilities, including rentals, advertising, pricing, contracts and payments, facility requirements, volunteer and/or CEC staffing arrangements, and the internal events/rental calendar.
* Responsible for all aspects of the Art Sales Gallery, including communication with artists, recruitment of new artists’ work, display, and sales, in collaboration with program coordinator
* Offer guidance to program coordinator when needed
* Oversee classes scheduling and promotion, as well as monthly flyers by program coordinator
* Issue Payment request for Instructors
* Maintain files on OneDrive organized and accessible
* Assist Executive Director with special event coordination and other requests as needed
* Ensure that the Facility is clean, follow staff cleaning calendar and schedule professional cleaning quarterly
* Assist with daily, weekly, and special mailings as directed by the Executive Director.
* Attend all assigned trainings & take advantage of all personal and professional development trainings offered.
* Assist with preparation of handouts for board of directors’ meetings
* Attend other committee meetings as assigned by the Executive Director.
* Maintain professional and accurate donor records using a combination of Wild Apricot, QuickBooks and excel; seek training when needed for new gift tracking methods.
* Manage all invoices and prepare thank you letters.
* Prepare weekly deposits and enter all deposit information into QuickBooks including online and credit card deposits.
* Responsible for accepting and receipting payments
* Make follow-up calls for past due payments
* Work closely with Accounting Firm.
* Post job openings, schedule interviews, and conduct reference checks.
* Assist E.D. with onboarding and Offboarding paperwork for employees., facility tour, order name badge & business cards, issue key, security code, and email.
* Submit payroll bi-weekly to accounting firm, after approval of E.D.
* Complete all unemployment documentation
* Any other duties requested by the Executive Director

**Qualifications/Training/Education:**

The Office Manager should be highly organized and be a self-motivated, have an Associate’s or bachelor’s degree or have equivalent experience (at least 3 years) in office management. A qualified candidate will possess excellent written and spoken communication skills as well as experience with Microsoft Office, QuickBooks, and AffiniPay. On-the-job training is available for design software necessary to complete several duties. Project Management experience highly preferred.

**FT Benefits**: $500 sign on bonus, 10 days PTO, Free classes based on availability, Free family membership, and special discounts.

Preble Arts
Preble County Art Association, Est. 1987

**GENERAL EXPECTATIONS FOR ALL PREBLE ARTS EMPLOYEES**

MISSION:

Preble arts is determined to fuel creativity in Preble County, fostering a community rich in arts and culture.

VISION:

Our vision is a community in which every person can explore creativity through visual, interactive, and educational experiences.

VALUE:

Preble Arts is driven to provide high quality art opportunities that engage and enrich the community, done efficiently with honesty and transparency.

Preble Arts (PCAA) operates the Community Art Center located in downtown Eaton, Ohio. The center provides a space of creativity including opportunities to take classes in painting, featuring a state of the arts ceramics' studio, an adult arts studio, a music studio, a graphic design lab, and more! Additionally, we have a ‘paint your own pottery’ (PYOP) studio where anyone can drop by to create an original pottery piece or paint a canvas or explore metal stamping and resin jewelry making.

We are dedicated to make a creative community, identifying partners that can integrate art into their programs, furthering our mission. We have had many likely and unlikely partners such as the Preble County Juvenile Court, ASK Playground, Richmond Symphony Orchestra, Your Happy Place, Preble County Council on Aging, Preble County Pork Festival, Downtown Eaton Inc. and many others.

* Mission and Vision: Learn and practice PCAA’s philosophy and mission practices across the board. Encourage and be a part of the vision.
* Professionalism: Conduct yourself in a professional manner in all aspects of your performance including dress, presentations, interactions with the public, volunteers, board members, and especially day-to-day with your co-workers. Remember you are part of a team while carrying out your individual job.
* Be the Face of Preble Arts:  As you serve on other committees and boards always remember that people see you as representing Cope. Therefore, your preparation and participation will reflect our philosophy and expectations.
* Building Appearance: Keep the building presentable by assuring cleanliness of all areas especially, including food preparation and serving areas; always utilize acceptable anti-bacterial solution.
* Cultivate Support and Teamwork: Generate support from your spheres of influence for Preble Arts - its development, its support, its practices, and its philosophy; as well as the staff.

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OFFICE MANAGER DATE

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EXECUTIVE DIRECTOR DATE