

Ketchikan Theatre Ballet

Position Announcement: Office Manager

Ketchikan Theatre Ballet is looking for applicants for the office manager position who are highly organized and detail-oriented, with excellent communication skills, and a love for the arts. 12-15 hrs/week to start, with the possibility of becoming more hours. Pay DOE. Interested applicants must submit a cover letter, resume, and two references to Ketchikan Theatre Ballet Board of Directors, boardktb@gmail.com.

Summary of Duties: Supervises, directs, and coordinates the clerical and administrative duties involved in running Ketchikan Theatre Ballet. Reports directly to the Artistic Director.

Specific Duties:

- Provide administrative support for all Ketchikan Theatre Ballet Company and School activities.
- Consult with the Artistic Director and the Board of Directors in the development and administration of Ketchikan Theatre Ballet's operating budget.
- Work with accountants responsible for management of the finances and financial records of KTB.
- Administer and coordinate employee records.
- Assist Artistic Director with all studio correspondence and check the post office box.
- Oversee the use of all studio facilities, equipment, costumes, sets and props.
- Attend and take notes at all staff meetings, and attend all Board of Directors meetings.
- Coordinate student registration.
- Maintain volunteer lists, confirm volunteer jobs, and coordinate volunteers for all performances.
- Design and implement all advertising, write and distribute studio newsletter, update and post the Student and Personnel Handbooks, distribute board packet information.
- Coordinate fundraising, including, but not limited to, soliciting prizes and creating raffle tickets, coordinating raffle ticket distribution, creating and sending fundraising letters, updating donor lists in programs and appropriate advertising, and sending thank you notes to donors.
- Manage and order all supplies.
- Oversee the use and integrity of all office equipment.
- Help students between classes and maintain studio lobby cleanliness.
- Perform general janitorial duties as needed.
- Perform other duties as assigned by the Artistic Director and the Board of Directors.

Job Conditions: Approximately 12-15 hours a week. Extended hours and/or additional working days will be required during registration, performance preparation, rehearsals, and performances as specified by the Artistic Director. *This is a non-exempt position and eligible for overtime pay under the Fair Labor Standards Act.*

Education: Minimum of a high school diploma. Experience in lieu of education may be considered.

Experience/Skills:

- Microsoft Word, Publisher and Excel and/or Google Suite of tools
- Strong oral and written communication skills
- Strong organizational and follow-through skills
- Strong mediation and conflict resolution skills
- Ability to work independently and meet deadlines
- Ability to work with a wide variety of people, including children ages 3-18
- Volunteer coordination experience
- Grant writing and fundraising experience preferred

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by the Artistic Director.