



Grand Teton Music Festival Temporary Office Manager Job Description

GTMF is seeking a temporary part-time Office Manager to work 25-30 hours a week. The ideal candidate for this position must be friendly, detail oriented, and able to carry out multiple tasks, simultaneously, with ease. GTMF is dedicated to working as a team while still maintaining diverse work styles that support personal and professional development.

This position will be supervised by the Executive Director and will work in tandem with all departments to carry out various administrative and operational functions. Candidates should have a helpful personality, excellent listening/writing skills, a clear and understandable speaking voice, a self-starter mentality, must possess flexibility, the ability to work independently and take initiative. We are looking for experience with implementing administrative systems and procedures as well as an understanding of how to support office and organizational operations such as frequent calendar management, event planning, and travel preparations.

Responsibilities

- Planning and coordinating meetings and conference logistics (including conference calls)
- Completing preventive maintenance requirements, calling for repairs when needed; being familiar with telephone operating system; assisting the staff with training needs on such office equipment; gathering pertinent data for evaluating and recommending a course of action for office equipment upgrades,
- In coordination with the different departments, composing and organizing documents and materials for dissemination to the rest of the organization; regularly liaising with Board of Directors and communicating updates.
- Receiving and routing telephone calls; faxes, and deliveries; receiving in office visitors; reordering and maintaining stock and office inventory including purchasing office supplies.
- Taking ticket orders over the phone and in person.

Job Requirements

- Some work experience in an academic, nonprofit, administrative, or related field
- Should be flexible and resourceful with an ability to learn new procedures to address staff and organizational needs
- Bookkeeping or financial fluency a strong plus
- Must be able to demonstrate courtesy and tact when working with staff, Board of Directors, Patrons, and Donors
- Diplomatic, forward-thinking, and the willingness to take initiative
- Demonstrated proficiency on Mac OS and in all Microsoft office products and intermediate/advanced knowledge of Excel including formulas and macros
- Must possess project management skills and the ability to balance multiple tasks and coordinate with different organizational departments

Pay: \$20 per hour. To apply, please send cover letter and resume to gtmpf@gtmpf.org. No phone calls please. Position open until filled.