

McPherson Opera House Company
Job Description
Office Manager & Events Coordinator

Position title: Office Manager & Events Coordinator

Reports to: Executive Director and Producing Director

Job Description: The primary function of the Office Manager/Events Coordinator for the McPherson Opera House Company is to provide executive level administrative support to the Executive and Producing Directors of the McPherson Opera House Company and to the Board of Directors, and to promote and coordinate all events (non-theatre) in rentable spaces. Although this position primarily supports, and directly reports to the above positions, administrative support will also be provided to other staff members and the various volunteer organizations. Job responsibilities are provided but not limited to those included.

Job Responsibilities:

- Provide high level point of contact and communication by scheduling appointments, coordinating schedules, greeting and welcoming visitors, working with co-workers, board members, and volunteers.
- Provide high level administrative support consisting of drafting memos, letters, emails and other business correspondence.
- Promote rental spaces and provide high level of customer service in scheduling and managing all details of facility room rental contracts.
- Assist with event set-up and handling building opening/closing.
- Communicate with custodians regarding room rental set ups, special projects, and other Opera House needs.
- Assist in organizing tours and other events.
- Process mail, incoming payments and invoices, manage contacts, file, and various ad-hoc requests and special projects, as assigned.
- Prepare invoices for accounts receivables.
- Process payments for Resale Shop consignments.
- Prepare deposits and maintain various sales drawers.
- Maintain member/donor database for promotions, donations, pledges, and prepare correspondence regarding these responsibilities.
- Prepare for and attend staff and Board of Director meetings by compiling agendas and writing minutes.
- Sell tickets for performances.
- Order office supplies.
- Complete other duties as assigned.

Essential Core Competencies:

- Proficiency in Word, Excel, and Outlook is necessary.
- Proficiency in social media programs (Facebook and Instagram)
- Must be able to work in a fast-paced environment, provide keen attention to detail, be flexible to handle changing priorities and multi-tasking, while managing and meeting tight deadlines.
- Ability to interact and communicate with professional courtesy, hospitality and tact to all levels of the organization in addition to external contacts.

- Must be a team player and willing to proactively help out other employees and volunteers.
- Must be extremely organized with the ability to maintain this level of efficiency.
- High level of integrity and trustworthiness on confidential matters.
- Ability to handle sensitive and confidential situations and information.
- Strong interpersonal and professional skills being flexible, tactful, and diplomatic while working effectively with no direct supervision.
- Conscientious about work quality and timeliness.
- Ability to work flexible hours and adjust work schedule with minimum notice.

Education and/or Experience

- High school diploma or equivalent required. Associate's college degree preferred.
- Minimum three years administrative experience; theatre and/or hospitality management experience a plus.