

POSITION DESCRIPTION

TITLE: Operations Manager

REPORTS TO: Executive Director

SUMMARY: The Operations Manager will provide administrative support to the general organizational. This is a part-time position with flexible hours working primarily from home. You will be responsible for a wide variety of tasks and must be able to work independently.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain and update databases- Constant Contact, Little Green Light.
- Design flyers and e-mail campaigns using email marketing tools- currently Constant Contact.
- Update website in coordination with webmaster.
- Report on ticket purchases through LDF website Event Espresso
 - May include tickets for Gala, Summer Intensive, Master Classes and Festival
- Coordinate with vendors such as The Laguna Playhouse for ticket sales.
- Provide assistance as needed with research for products and services and product development.
- Pay bills and input data into QuickBooks.
- Assist with review of administrative procedures and development of systems to assure compliance.
- Assist in maintaining Board of Directors documents and archives.
- Staff liaison for ongoing projects.
- Maintain master calendar with upcoming deadlines.
- General office duties such as email, databases, flow of correspondence, filing, requisition of supplies, mailing, etc.
- Coordinate travel and hotel arrangements for performers as needed.
- Coordinate and assist in preparation of materials for meetings.
- Lead person in charge of mailings.
- Provide support as needed for projects such as fundraisers. Assist event committees with planning and day-of execution of said events.
- Maintenance of digital library through Dropbox.
- Help maintain print library, classification and filing of new items.
- Respond to Board requests for administrative support as needed.
- Perform other duties and responsibilities as requested with a sense of humor, positive attitude, and team spirit.

SPECIFIC DUTIES AND RESPONSIBILITIES FOR LAGUNA DANCE FESTIVAL:

Main Contact Person for LDF

- First contact for organization. Manage company phone using Grasshopper and reply to email correspondence in a professional and friendly manner.

Artist accommodations

- Help manage and coordinate travel and hotel accommodations for artists.
- Help with packets or letters as needed.
- Attend meetings for specific projects when necessary.

Mailings

- Help coordinate mailings – regular and e-mail.
- Assist in writing of letters, creation of invitations, flyers, and emails.

Database Management

- Manage the donor/contact databases, inclusive of updating and contribution tracking.
- Maintain updated records and run reports as needed.

Website

- Work with the team and if needed the webmaster to ensure current information is listed and in a timely manner.
- Update archives after all events.

Dropbox

- Manage and store files and photos appropriately labeled from performances & events in Dropbox.

Marketing/PR

- Assist if needed in proofing ads, articles and press releases in coordination with Marketing Director and/or Artistic Director and /or Executive Director.

Grants

- Assist with grant applications if asked.
- Help identify new sources of funding.

Fundraising Events

- Create sponsorship and underwriting materials, including letters, sponsorship options and graphics if needed.
- Coordinate and assist at fundraising events.
- Support Development Committee with Year End campaign etc.

Master & Summer Intensive Classes

- Manage registration for classes through registration. Assist if needed.

Theater

- Assist with box-office if needed.
- Work with Volunteer Coordinator and staff to ensure proper support coverage during the Festival, including back of house, front of house, T-shirt sales, set-up and clean up.
- Attend meetings for specific projects when necessary.

QUALIFICATIONS:

- Minimum one-year office or administrative support experience is preferred.
- Excellent written and verbal communication skills required.
- Must be detail oriented and able to juggle multiple projects and deadlines.
- Proficiency in Microsoft Office, Dropbox, Constant Contact, Little Green Light, QuickBooks preferred.
- Experience with and access to Photoshop or other design software is helpful.
- Experience in website design and/or updating preferred.
- Careful attention to detail mandatory.
- Team player and able to work on own.

BENEFITS:

Salary commensurate with experience:

- Hours vary depending on time of year and events. Approximately 30-40 hours per month or 10-15 hours per week. Workload is seasonal with more hours leading up to and during the Festival.

Send cover letter and resume to info@lagunadancefestival.org

LAGUNA DANCE FESTIVAL is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.