

Music Association of Minnetonka
Job Posting

Job Title: Office Manager

Reports to: President, Board of Directors

Position Objective

This position is responsible for smooth functioning of the office of the Music Association of Minnetonka, a non-profit community music organization. This position requires extensive in-person and phone public contact, the ability to work with various software applications and social media and the ability to effectively work as part of a team.

Essential Job Functions and Responsibilities:

- Maintain regular office hours (e.g. 9 AM – 1 PM M-F) for 20-25 hours/week.
- Respond to phone and email inquiries from the general public, ensemble directors, managers and performing members.
- Track donations, billings and member dues payments. Coordinate financial operations with the Association's accountant.
- Maintain and distribute membership lists for all performing ensembles.
- Regularly review and update the Association's website and social media to ensure information is accurate.
- Maintain the Music Association's calendar, which includes 60+ concerts annually.
- Maintain office records.
- Prepare and maintain the Association's promotional materials including, but not limited to, performance brochures and concert programs.
- Order music requested by conductors and track its receipt. Assist ensemble managers with uniform and apparel orders.
- Prepare and distribute concert notices to print and electronic media.
- Attend Board meetings, which usually are held one evening/month.
- Office support during youth choir rehearsals (Thursday evenings during the season)
- Assist with or lead other projects assigned by Board President. Coordinate work of volunteers.

Knowledge, Skills and Abilities

- Exceptional customer service skills, both in-person and on the telephone.
- Ability to establish and maintain effective relationships in a complex working environment.
- Good attention to detail in areas including English composition, typing, proof-reading and organizing information.
- Effective time management and project prioritization skills.
- Strong written and oral communication skills. Basic math skills.

Preferred Qualifications

- One – two years' experience in a related position.
- Strong interpersonal and communication skills.
- Demonstrated ability to effectively manage and prioritize multiple tasks.

- Experience working with software applications such as Word, Excel and social media.
- Demonstrated ability to work independently and as part of a team to achieve organizational goals.

About the Music Association of Minnetonka

Founded in 1974, the Music Association of Minnetonka consists of 10 performing ensembles including 3 youth choirs, 3 adult vocal ensembles, 3 orchestras and a concert band. Nearly 300 community musicians, ranging in age from 8 to 80+, participate in the Association's ensembles. The Music Association of Minnetonka is believed to be one of the largest community music organization partnerships in the country.

Application Deadline

Resumes should be sent to Betty Mackay at betty.mackay@comcast.net by March 20th.

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