



POSITION ANNOUNCEMENT:

Office Manager/Receptionist

High Point Arts Council is seeking an energetic Office Manager/Receptionist who will work with other staff and the community to help champion its mission of enriching lives through the arts.

As the initial face and voice of the High Point Arts Council, it will be important to make first impressions, positive and lasting.

Background

Since 1962, High Point Arts Council has provided programs and services and has collaborated with businesses, individuals, foundations, and the government to raise funds and distribute grants to schools, arts organizations, and local artists. The main fund-raising program, the annual United Arts Fund Drive, raises funds for its own programs and those of its affiliated arts organizations to offer free or low-cost programs that contribute to the quality of life that we enjoy in our community. In 2012 the Arts Council celebrated its 50th Anniversary and purchased Centennial Station creating the first permanent Arts Center in High Point and as of 2021 the building is fully owned by the Arts Council.

What will you do as the Office Manager/Receptionist?

Administrative

- Assist Executive Director with nonprofit management functions (i.e. board meetings, appointments, staff meetings, scheduling, donor relations, etc.)
- Assist with planning and coordinating board meetings, executive and standing committee meetings.
- Point of contact for all incoming calls to be directed to appropriate staff.
- Assist the Marketing committee with website, social media posts and events, and other promotion tools.
- Meet and greet vendors, contractors, community partners and other stakeholders in the facility.
- Work as a carrier for office-related deliveries to external entities, banks, retail stores, restaurants, etc.
- Serve as the first point of contact with internal and external constituents while providing excellent customer service.

- Maintain records of building code/key distribution and retrieval.
- Assist Events and Facilities Manager in scheduling cleaning and maintenance of the facility.
- Other duties as assigned.

Bookkeeping and Financial

- Assist with the preparation of materials needed to send to the accounting firm including but not limited to, gathering all payables invoices and print invoices and code to general ledger; get invoices approved and put in a folder; file deposit slips with back up check copies, and code to general ledger account; gather all credit card receipts to the credit card invoices and code to general ledger, and others as requested by the Executive Director/President.
- Collaborate with CPA for the agency's annual audit and risk assessment procedures as well as 990.

Personnel Administration and Payroll

- Prepare onboarding materials for new employees including but not limited to, new employee paperwork, insurance policies, retirement (when eligible), and conduct background checks for employees, volunteers, and interns.
- Administer compiling and sharing payroll documentation in alignment with requests from the accounting services and/or payroll services representative.
- Assist with filing and recordkeeping of personnel information and documentation.
- Assist with planning and coordinating staff and professional development activities and events.
- Obtain and maintain business, liquor, and solicitation licenses.

Box Office Management

- Maintain the box office including selling tickets (e-Tix), ensuring ADA Compliant Ticketing Practices, reconciling statements, and assisting with the training, scheduling of box office personnel and volunteers.

Minimum Qualifications

- Applicants must have at least a two-year degree in office administration, business administration or related field.
- Applicants must value the arts and have excellent customer service.
- Excellent oral and written communication skills. Proficiency with Microsoft Office applications (Outlook, Excel, Word, PowerPoint, Google Docs) some knowledge of QuickBooks.
- Ability to provide leadership, engage in positive interaction with staff and guests, prioritize, organize, motivate staff, problem solve, delegate, follow-up, communicate and diffuse conflict using conflict resolution practices.
- Detail-oriented with a strong ability to work under pressure to meet strict and fluid deadlines.
- Ability to work occasional evening and weekend hours, based on the needs of daily business and facilities operations, and the box office.
- Notary license is desired.

Preferred Qualifications

- Experience as an administrative assistant working with the leadership of an organization.
- Experience working in a nonprofit organization.
- Experience in assisting planning and coordinating programs and events.

Think you are the next High Point Arts Council Office Manager/Receptionist?

To apply, email highpointartscouncil@gmail.com your cover letter, resume, and professional references. In the event of technical problems, contact highpointartscouncil@gmail.com. No phone calls please, and no applications will be accepted by email or through third-party sites.

Review of applicants will begin March 1, and the position will remain open until a hiring decision has been made.

Salary offered for this part-time, flex hour position of 25 hours per week is \$19-\$21 per hour.