



ARTS COUNCIL
OKLAHOMA CITY™

ARTS COUNCIL OF OKLAHOMA CITY

Taking Applications through March 15, 2019

Office Manager / Development Assistant

The Office Manager for the Arts Council of Oklahoma City is charged with regulating and performing all clerical and secretarial functions of the Arts Council and acting as assistant to both the Executive and Fund Development Directors. The Office Manager works closely with the Arts Council staff to ensure the basic office tasks are effectively handled with professionalism in a timely manner.

Duties

- Answer and direct incoming calls to staff, voice mail, and/or take messages.
- Refer calls to other agencies in the Oklahoma City area.
- Greet visitors, offer hospitality and any other assistance they require.
- Process mail, including transferring more monies to postage machine,
- Responsible for the operation and maintenance of all office machines. (fax, computers, postage, copier, water)
- Provide the Financial Officer with monthly reports on postage usage.
- Basic clerical duties - correspondence, data entry, proofing, mailing, maintaining files.
- Coordination and scheduling of conference rooms in the Arts Council and McAlpine buildings. Provide set up forms and contracts to potential renters.
- Prepare all deposits for Arts Council.
- Complete Data entry to the Development Software.
- Prepare and mail acknowledgement and thank you letters to patrons.
- Act as a staff liaison to various committees in all Arts Council projects.

SKILLS

Excellent writing ability
Knowledge of non-profits and the arts
Ability to meet deadlines
Ability to work independently with minimum supervision
Knowledge of Internet, Microsoft Office, Microsoft Outlook
Ability to work as part of a staff team

Occasional evening and weekend work is required.

Starting salary 25,000 – 28,000 / year and is commensurate with skills.

Comprehensive benefit package included at no out of pocket cost to employee.

To apply send a resume, plus cover letter and three professional references to: msmith@artscouncilokc.com