

Colorado Springs Youth Symphony Association  
Office Manager  
Position Description

<b>Job Title:</b>	<b>Office Manager</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Department:</b>	<b>Administration</b>	<b>Location:</b>	<b>CSYSA Office</b>
<b>Hired/evaluated by:</b>	<b>Executive Director</b>	<b>Supervises:</b>	<b>Office Staff</b>

**Reports to:** Executive Director

**Works with:** Executive Director, Administrative Assistant, Bookkeeper, Accountant, Music Director, & Consultants

**Pay:** \$30,000-40,000 based on experience

**Benefits:** Paid vacation of 2 weeks for the winter holiday, 1 week for spring break, and 12 days of personal time off. Flex time is authorized for this position.

**Job Summary:**

The Office Manager is responsible for overseeing organizational operations by maintaining office systems and supervising office staff in support of the Executive Director.

**Responsibilities:**

- Assists with camp, concerts, and auditions.
- Provides administrative support for day camps, clinics, and mini-camps
- Produces programs, flyers, giving pieces, t-shirts, postcards, and all professional printed materials.
- Manages MailChimp distribution database, and designs and sends all e-blasts
- Maintains and monitor website and social media content
- Assists Executive Director with invoicing
- Oversees student fundraising and fundraiser volunteers
- Manages facility use, scheduling, and maintenance.
- Oversees organizational correspondence, filing systems, and clerical functions.
- Manages mail, the copy machine, purchasing stamps and custodial supplies
- Supports the Board of Directors & Parent Council as approved by the Executive Director.
- Ensures that all distributed documents, notes, etc. are approved and proofed by the Executive Director.
- Manages the musician and donor database.
- Ensures that donation thank you letters are sent promptly.
- Manages Google Services to include Admin, Drive, Email, Calendar, and Contacts.
- Assists customers during open office hours.
- Assists Music Director/Operations Manager with stage diagrams, school contacts for outreach tours, and travel arrangements where requested.

**Qualifications:**

- Undergraduate degree or comparable experience.
- Strong Customer Service.

- Microsoft Office Applications (including Access), Google Apps, Adobe InDesign, Canva, and Website Management.
- Creativity and efficient design skills
- Basic knowledge of bookkeeping and accounting practices.
- Effective communication and reporting skills.
- Ability to maintain office and organizational function.
- Passion for youth in the arts.