



Office Manager

Starting Date: Monday, June 21, 2021

Location: 330 S. Pineapple Ave, Sarasota, FL 34236

12 Month / 35 Hours Per Week on-site position / 1 Hr. Duty Free Lunch

Starting Salary \$13.00-to-\$15.00 depending upon years of experience.

Salary Increase upon successful completion of two month Trial Period.

Reports to and is supervised by the Club President.

Two weeks Summer Vacation to be scheduled after ten months employment.

All Federal Holidays, Days when the Office may be closed by the Board or President, and the Employee's Birthday are Paid.

Sick Days earned at a rate of one per month that may be accumulated up to 20 days.

No Health Insurance or other insurance offered.

General Description:

The Jazz Club of Sarasota (JCS) is a small non-profit, arts organization with approximately 900 members. It produces jazz performances throughout the year and is engaged in many youth-oriented programs including an annual scholarship fund drive. All of the Jazz Club programs and activities are produced and managed by volunteers who are members of the organization. While the Jazz Club does contract a few independent part-time service providers, the Office Manager position is the only JCS employee.

The core responsibilities of the Office Manager position at the Jazz Club of Sarasota are listed below. However, there is a significance to this position that goes beyond the specific tasks listed. As the sole employee of the Jazz Club, the Office Manager is very often the first person that a member or the public encounters when they call, write or come into the office. In these instances, the Office Manager is the 'face' of the organization. The positive tone and friendly decorum displayed by the Office Manager is an essential requirement of this position.

Qualifications:

- Post High School clerical training preferred.
- 3+ years' experience in a clerical position preferred.
- Strong knowledge of office procedures and accounting principles
- Fast typist with excellent multitasking abilities
- Basic knowledge of Quickbooks preferred.
- Demonstrated Proficiency with MS Office Programs.
- Demonstrated Proficiency with Facebook and other social media.
- Working knowledge of office devices and processes.
- Outstanding communication and organizational skills.
- Ability to work independently and take initiative.
- Customer-service oriented.
- Able to lift 20 pounds.
- Possess a valid Florida drivers license.

Responsibilities:

- Maintain files and records so they remain updated and easily accessible.
- Answer the phone to take messages or redirect calls to appropriate colleagues.
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Utilize office appliances such as photocopier, printers etc. and computers for word processing and spreadsheet creation.
- Make travel arrangements for visiting artists.
- Undertake basic bookkeeping tasks and issue invoices, checks etc.
- Manage calendars and arrange appointments.
- Process and prepare documents, such as business or government forms and expense reports.
- Attend monthly Board Meetings.
- Coordinate and distribute materials needed for events and concerts.
- Coordinate the distribution of contracts to musicians and other vendors and ensure all contracts are returned and signed.
- Respond to merchandise requests and maintain an inventory of items for sale, e.g. hats, tee shirts, posters, etc.
- May on occasion be required to attend an evening or weekend event with either additional compensation or equivalent time off.
- Maintain the orderly appearance and basic cleanliness of the office
- And such other duties as may be required for the smooth operation of the Jazz Club office.

The Jazz Club of Sarasota is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our organization.