

Santa Fe Women's Ensemble

Contract Position: Administrative Manager

The **Santa Fe Women's Ensemble** (SFWE), a non-profit chorus, is looking for an Administrative Manager. This is a contract job which performs administrative and clerical tasks, provides customer service and manages concerts. This is mostly a "work from home" position with a flexible schedule driven by the seasonal requirements of SFWE. The incumbent does not have to live in the Santa Fe area, but will need to work at each concert (in Santa Fe, usually on the weekends), setting up, selling tickets and collecting equipment. Most work takes place between September and June, with minimal requirements in the summer.

The Administrative Manager must have strong office, clerical, and computer skills and be proficient using *Microsoft Office* suite, database application software and comfortable editing websites. They must have some knowledge of bookkeeping. They must be confident and detail-oriented and be able to work independently, manage time effectively, and communicate effectively. They will report primarily to the Treasurer and Board President.

This position begins with a 1-year contract, renewable annually.

Regular Duties

Do routine bookkeeping, reconcile financial accounts, report pertinent details to Treasurer.

Track vendor payments to and from SFWE, prepare checks when needed for signature, prepare invoices when needed.

Draft financial reports for Treasurer and Board review

Attend Board meetings

Monitor and update SFWE web site, in coordination with Board members and volunteers

Provide a wide range of administrative support services

Monitor SFWE voicemail and email and provide outstanding customer service.

Maintain and update the contact database and prepare donor acknowledgment letters.

Keep a calendar of tasks, timelines, and deadlines and send reminders to SFWE Board and volunteers as needed.

Order new music as instructed by the Music Director, obtain lyrics permissions as needed and assist with program book creation.

Support grant application submissions as requested.

Retrieve physical mail, prepare all documents to support operational activities and other duties as assigned.

Concert-related Duties

Help prepare and disseminate press releases and other notices publicizing concerts.

Maintain concert posters, and signs.

Maintain a payment service for accepting electronic payments at the box office.

Manage advance admission sales and resolve customer issues.

Work with the Treasurer to open the box office, sell admission, and close out

Qualifications

The successful candidate should have some higher education and/or two years of clerical experience. They should have experience with Microsoft Office suite and be able to learn new computer software, including web applications. They should have basic bookkeeping skills. They should have excellent interpersonal and communication skills, excellent time management and self-motivation. They need to be able to take initiative and work independently, while also working with the SFWE Board and members.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in the home environment of the contractor. Must be comfortable with and proficient in using a computer and talking on the telephone. Contractor will be provided a SFWE laptop and cell phone, they must

have Wi-fi available, and sufficient space for some files.

How to Apply

Interested persons should apply via email to Treasurer, SFWE at treasurer@sfwe.org. Please include a resume or outline your education and relevant experience and include contact information for persons who know your work. Applications should be submitted by April 25.