
Job Posting (detail): Office Manager

Location: Eugene-Springfield Youth Orchestras, Eugene, OR

Position Type: Part-Time (24 hrs per week)

Work Schedule: 6 hrs per day, 4 days per week (likely M/Tu/Thu/F) between 9 am and 5 pm.

Compensation: \$20.00 per hour

Benefits: Health Insurance Stipend, Paid Time Off, Paid Holidays

About Us:

Eugene-Springfield Youth Orchestras is a dedicated organization that is committed to supporting the arts and fostering a creative environment for our community. We are looking for a reliable and motivated **Office Manager** to join our team. This role is perfect for someone who is detail-oriented, organized, and enjoys working in a collaborative and supportive environment.

Job Summary:

As the **Office Manager**, you will be the backbone of our office operations, ensuring the smooth and efficient day-to-day functioning of the office. You will manage administrative tasks, assist with financial record-keeping, support our registration process, maintain schedules for the office, ensembles, and classes, and help ensure the success of our events and programs. This is a key position where you'll interact with fellow administrative and artistic staff, families, and the broader community to help maintain a positive and productive office environment.

Key Responsibilities:

Office Management:

- Maintain regular office hours.
- Be the first point of contact for all incoming inquiries and visitors, providing excellent customer service and professional communications.
- Respond to voicemail messages, forwarding to the appropriate team members as needed.
- Keep office spaces organized, maintain equipment, and track office supplies.
- Maintain calendars for the office, ensembles, and classes, ensuring that all schedules are up-to-date. Schedule group meetings as needed.
- Assist with sorting mail, bulk mailings, and special projects as needed.
- Perform other administrative duties as assigned by the Executive Director.

Accounts & Financial Management:

- Maintain accurate financial records using QuickBooks Online and other relevant tools.
- Oversee accounts payable/receivable and ensure timely deposits.
- Support payroll process and manage payments to vendors and contractors.
- Generate financial reports for regular finance committee meetings.
- Manage program registration and instrument rental payment plans and track income, ensuring timely notifications for any due payments.
- Coordinate and track scholarships, including private lesson scholarships, with the Executive Director.

Program Registration & Facilities Scheduling Management:

- Ensure accurate student registrations for all programs.
- Maintain up-to-date rosters and attendance sheets, interfacing with orchestra registrars and teachers.
- Assist with facilities requests and space rentals for ESYO rehearsals, classes and concerts.

Concerts and Events Support:

- Manage box office and merchandise sales.
- Assist with event and concert preparations and communications.
- Provide general support at concerts and community events as needed.

Work Hours:

- 24 hours on-site per week, with periodic additional hours, up to 6/week, with ED approval
- Additional out-of-office hours expected for staffing evening events (10-15 per season).

Compensation & Benefits:

- **Hourly Rate:** \$20.00 per hour.
- **Health Insurance Stipend:** \$2,400 annually, or \$200 per month, for obtaining individual health insurance or covering health costs.
- **Paid Time Off (PTO):** 3 weeks (72 hours) of paid leave annually, with the ability to carry over unused hours (up to 72 hours).

- **Paid Holidays:** Paid time off for company holidays, including New Year's Day, Memorial Day, Thanksgiving, and more.
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Qualifications:

- Strong organizational and time-management skills.
 - Proficiency in QuickBooks Online or similar accounting software.
 - Ability to manage multiple tasks and projects with accuracy.
 - Excellent verbal and written communication skills.
 - Ability to maintain a positive and professional demeanor in all situations.
 - Experience managing calendars and schedules for teams or offices is a plus.
 - Previous experience in office management or related administrative roles is a plus.
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How to Apply:

Interested candidates are invited to submit their resume and cover letter detailing their relevant experience to **cynthia@esyorchestras.org**. We look forward to hearing from you!

Eugene-Springfield Youth Orchestras is an equal-opportunity employer. We encourage applicants from all backgrounds to apply.