



## 171 Cedar Arts Center Administrative Manager

### **Description:**

The Administrative Manager is responsible for a variety of duties to support the staff, faculty, clients, members and volunteers of One Seventy One Cedar Arts Center; coordinates schedules within the music department, as well as for other departments; reports pertinent information to the immediate supervisor; responds to inquiries or requests for information. This position will work forty (40) plus hours per week, including weekends, as program scheduling dictates.

The Administrative Manager is the first point of contact for visitors and callers to 171 Cedar Arts Center's campus, and must represent One Seventy One's values of caring, honest, responsive and community-centered excellence in arts education.

A highly motivated team player with excellent communication skills - verbal and written - and ability to provide exceptional customer service is sought immediately for this position. Ability to present a positive, welcoming and helpful attitude, work independently, strong organizational, computer and communication skills, and a passion for the arts are required.

### **Duties:**

1. Performs a variety of duties to support the registration, scheduling, rental, administrative and membership functions of the Center of which the following are illustrative:
  - a. Greets and serves clients, faculty and visitors in a friendly and courteous manner.
  - b. Maintains an awareness of the Center's activities and programs; actively promotes attendance, membership and learning opportunities.
  - c. Accepts and processes payments for registration, membership and rental.
  - d. Prepares, processes and reports on membership campaign correspondence and activities.
  - e. Develops and prepares member e-newsletter.
  - f. Oversees facilities and maintenance personnel.
  - g. Monitors inventories and orders supplies.
  - h. Maintains office policies.
  - i. Prepares outgoing mail and correspondence, e-mail, FAX and bulk.
2. Supports Program Manager by assisting with the following:
  - a. Class registration and program database maintenance.
  - b. Facilities changeover: Set-up and teardown of events, performances, classes and rentals.
  - c. Website, blog, online registration, online calendaring and social media.

- d. Marketing initiatives and public relations outreach.
3. Supports Finance Manager by assisting with the following:
  - a. Processes payments for programs, performances and rentals.
  - b. Schedules building usage for rentals, performances and events.
  - c. Processes faculty class attendance sheets.
4. Coordinates specific work tasks with other personnel within the Center in order to ensure the smooth and efficient flow of information.
5. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment, which is free of harassment and other forms of illegal discriminatory behavior in the work place.
6. Reports pertinent information to the immediate supervisor as requested, or according to an established schedule; compiles information as necessary or as directed and provides data to the Center's personnel.
7. Responds to inquiries relating to his/her particular area, or to requests from clients, other Center personnel, etc., within given time frames and within established policy.

**Ancillary Duties:** 1. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending on the individual circumstances.

**Qualifications:** Education/Training: Associates Degree or equivalent from a 2-year college or technical school in clerical or administrative assistant or related field or 2 years of related experience and/or training - emphasis on office management and customer service.

Skills: Moderate reading, writing and grammar skills; proficient analytical and mathematics skills; proficient communicative and interpersonal skills; ability to operate various office machines; ability to lift approximately fifty (50) lbs.; visual and auditory skills; proficient with Microsoft Office, email and internet.

Additionally, must have a valid driver's license and permit a background check.

**Reports To:** Executive Director  
**Location:** Corning, NY

Please send cover letter, resume, four (4) references and a writing sample by 5 pm Friday, August 6, 2010 to:

**Lynn Dates, Executive Director**  
**171 Cedar Arts Center**  
**171 Cedar Street**  
**Corning, NY 14830**

Or by email to: [datesl@171cedararts.org](mailto:datesl@171cedararts.org)