



**Office Manager, Prescott Park Arts Festival
Portsmouth, NH**

Prescott Park Arts Festival, a well-established and dynamic non-profit organization seeks a part-time *Office Manager* to join its fun and fast-paced team. The right candidate will be an important member of the team responsible for organizing this popular summer (and year-round) tradition that offers a diversity of performances each year. Events include weekly summer concerts, food and music festivals, film and two fully produced musical presentations.

Prescott Park Arts Festival has emerged as a cultural leader in the Seacoast, and reaches nearly 200,000 people through its events, all offered without fixed admission in Portsmouth's beautiful downtown Prescott Park. The Festival's contribution to the local economy in show and visitor related spending has swelled to \$8.5 million annually.

The Festival's busy office is looking for a reliable, well-organized Office Manager to handle day-to-day operations with a focus on efficiency and time management. The Office Manager will report directly to the Executive Director and will be responsible for developing intra-office communication protocols, streamlining administrative procedures and assisting the team with administrative support.

The successful candidate is an energetic professional who is comfortable wearing many hats, juggling multiple priorities and has superior communication abilities and habits. This position requires a highly organized self-starter who will possess impeccable attention to detail, meticulous follow-through and will serve as "the glue" on a team with many moving parts.

The individual filling this position will be an essential member of the core staff, reporting to the Executive Director but working closely with all departments/colleagues. This is an hourly, part-time, year-round position.

Prescott Park Arts Festival is an equal opportunity employer who does not discriminate on the basis of race, color, religion, ethnicity, national origin, sexual orientation, gender identity, disability, or age.

A brief summary of responsibilities is below:

RESPONSIBILITIES

- Develop organizational procedures and systems for office personnel, including filing, scheduling and, in coordination with Bookkeeper, billing, accounts payable/receivable and payroll
- Order office supplies and equipment as needed
- Establish team atmosphere through leadership and employee development
- Manage incoming phone calls, general voicemails and general e-mails to ensure timely and accurate responses to vendors, potential sponsors/donors and community members
- Improve employee and vendor/donor/sponsor/patron retention rates through active communication and problem-solving efforts
- Pick up/Drop off incoming and outgoing mail, ordering stamps
- Serve as point person for "box office" responsibilities, e.g. VIP table reservations, blanket reservations, GADs, annual fund donations, season pass purchases
- Continue education in management, organization and team-building skills
- Other duties as assigned

QUALIFICATIONS

- Proficiency in Microsoft Office and Google (G-suite); QuickBooks experience a plus
- Proven organizational skills and attention to detail
- Excellent written and verbal communication skills
- Exceptional professionalism and ability to handle confidential information with discretion
- Must thrive in a fast-paced environment

COMPENSATION

Hourly rate based on experience.

HOW TO APPLY

This part-time, hourly position is open immediately. Applications should be sent via email to Lee Frank at lee@prescottpark.org as a PDF file and should consist of a cover letter, resume and 3 references. No phone calls, please.