



Job Title | Administration and Operations Assistant
Status | Part-time, 32 hours per week, non-exempt
Pay Rate | \$15-\$17 per hour, to commensurate with experience.
Reports to | Executive Director

Wausau Conservatory of Music (WCM), a regional school committed to music education, helping students of all ages and abilities explore their potential. Students are guided by exceptional, skilled faculty in a welcoming and accepting environment. WCM was founded in 1981 and currently serves over 900 individuals annually through music lessons, group ensembles, classes, camps, programs and events.

Job Overview

The Administration and Operations Assistant's primary purpose is to support day-to-day office and program support for WCM, including but not limited to data entry and mailings, facility and inventory oversight, program, and event support such as scheduling, materials and supply procurement, and production and customer support.

This is an ideal opportunity for a successful individual seeking meaningful work at a nonprofit focused on impacting a community through music and arts education. The successful candidate will be both independently driven and team-oriented, with a strong desire to strategically work with WCM through our next phase of organizational growth. Other essential skills include efficient time management, excellent organizational skills, attention to detail, and the ability to communicate clearly with a diverse staff and customer base.

- **Administration:**
 - Provide comprehensive support services to the Executive Director that ensures outstanding communication and responsiveness to customers.
 - Handles WCM's database entry and other database work as assigned.
 - Assists with all printing and mailing projects.
 - Working with the Registrar, create and mail customer invoices and communications.
 - Maintain office and facilities inventory; purchase supplies and materials as needed.
 - Answer incoming calls, route customer calls, and other receptionist duties.
 - Responsible for filing and maintaining office documents.
 - Prepare for Board and Committee meetings by printing agendas, and other documents.
 - Pick up and sort mail.
 - Assist the Executive Director with data collection and reporting.
 - Attends internal administrative meetings as scheduled.
 - Working with the Marketing Coordinator distribute print collateral.
 - Proofread all external collateral.
- **Operations:**
 - Responsible for the overall facilities calendar, scheduling and arranging facility usage.
 - Working with the Executive Director, oversee building, identifying needs and maintenance requests from faculty, place orders and engage contractors.



- Program support for all live events, maintaining guest lists, live-streaming events as needed, checking in attendees, mailing lists, and other event logistics.
- Assist in appropriate and timely setup and teardown of equipment and instruments for rehearsals, concerts, events, receptions, ect.
- Working with the Executive Director and WCM Artist Faculty, provide programming support, as needed.
- Working with the Executive Director and Director of Registration, assist with scheduling and managing volunteers.
- Financial:
 - Receive customer payments and record donations.
 - Responsible for basic account receivables and bank deposits as directed by the Executive Director and in accordance with WCM's accounting policies and procedures.
- Other Duties as assigned.

Qualifications

- Minimum 2-years of relevant work experience, preferably in similar position.
- Intermediate skill level with Microsoft Office, including Word, Excel. Familiarity with Quickbooks a plus.
- Strong communication, writing and editing skills required.
- Self-starter who can work independently as part of a team.
- Strong analytical skills and attention to detail.
- Ability to adapt and pick up new skills.
- Experience working with a donor database is desired.
- Ideal candidate will have a strong interest in the nonprofit arts industry.

This position is a part-time, non-exempt position of 32 hours per week. Office hours are typically Monday-Friday, 8am-6pm. Some evening and weekend availability is a requirement for meetings, concerts and events.

Must complete background screening.

Physical Demands: The position requires moderate physical effort on a daily basis such as walking, bending, stooping and standing for periods of time. Must be able to lift 50 pounds.

Please send your cover letter, resume and names and contact information for 3 references to olivia.hill@wausauconservatory.org

Applications will be accepted until February 26, 2023

Non-Discrimination Clause: The Wausau Conservatory of Music does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability.