



Job Title | Administrative Assistant

Status | Part-time, 15 hours per week, non-exempt

Pay Rate | \$13-\$14 per hour, to commensurate with experience. Flexible schedule. WSD school holidays observed.

Reports to | Executive Director

Wausau Conservatory of Music, a regional school committed to music education, helps students of all ages and abilities explore their potential, 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 and Festivals.

Job Overview

The Administrative Assistant primary purpose is to support day-to-day operations for WCM. This non-exempt position will be the front office person for all customer interactions, and will be the first point of contact for customers.

This is an ideal opportunity for a successful individual seeking meaningful work at a nonprofit that will fit around other personal or professional responsibilities. 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 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.
 - Handles WCM's database entry and other database work as assigned.
 - Assists with all printing and mailing projects including donation and invoice processing 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, minutes, and other documents.
 - Pick up and sort mail.
 - Assist the Executive Director with data collection and reporting.
 - Scheduling and arranging meetings for the Executive Director, Board of Directors and Committees. Responsible for the overall facilities calendar.
 - Attends internal administrative meetings as scheduled.
 - Assist the Development Manager with preparing grants and final reports.
 - Proofread all printed outreach.
- **Programs and Services:**



- Program support for all live events, maintaining guest lists, checking in attendees, mailing lists, and other event logistics.
- Working with the Director of Registration, contact customers and families with scheduling updates as needed.
- Provide programming support as needed.
- Gather attendance records from faculty and enter student attendance in student registration database.
- Financial:
 - Take and enter customer payments and 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.

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 15 hours per week. Office hours are typically Monday-Friday, 8am-6pm. Some evening and weekend availability is a requirement for meetings, concerts and events. Preference will be to have a set schedule each week.

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 10-15 pounds.

Please send your cover letter, resume and names and contact information for 3 references to

Employment@wausauconservatory.org

Applications will be accepted until July 11, 2021.

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.