



MANAGEMENT ASSOCIATE JOB DESCRIPTION

GREEN BOX seeks a bright and highly-motivated individual to help support our development, marketing, educational, and box office operations as we embark on our most ambitious programming to date. This part-time position will be responsible for development administration and prospect research; implementing field trips, marketing initiatives, and box office functions; and providing administrative assistance to the Executive Director and Programs Manager. The ideal candidate will have a strong administrative background and be an adaptable problem solver who demonstrates a commitment to communication. They are responsible for implementing assigned projects, and for providing administrative support for all core programs for the overall organization. Our small, hard-working staff is passionate about Green Box's mission in beautiful Green Mountain Falls. The position will require occasional evening and weekend work, and expanded hours during our annual summer Arts Festival.

PRIMARY JOB DUTIES

Development

- *Prepare accurate research on prospects and assemble materials for cultivation and solicitation visits
- *Coordinate the production and distribution of recurring appeals and stewardship materials
- *Assist with the writing and editing of appeals, acknowledgments, donor news, reports and proposals
- *Assist with planning and implementing special events
- *Process incoming and outgoing mail

Marketing

- *Assist the Marketing Manager and other staff in the creation and completion of all marketing campaigns. This includes all elements of marketing activity including, but not limited to, advertising, direct mail, social media, website, print distribution, emails and promotions
- *Assist with media relations – setting up interviews, liaising with journalists and guest artists

Box Office

- *Operate and assist on any ticketing sales points of order to provide an efficient and productive booking system for the public
- *Answer phone calls and general email inquiries
- *Ensure ticketing system records are maintained and accurate
- *Maintain good communication with both internal and external customers
- *Solicit and book group tours and field trips

Education

- *Develop and implement curriculum content for field trips and group tours
- *Develop volunteers and their schedule
- *Assist staff in executing community engagement activities

Qualifications: We are seeking an organized, self-starter who works well independently and as part of a team. This individual is able to multi-task and manage a high volume of often competing priorities. They have the ability to effectively communicate in a friendly and professional manner. They are familiar with the basic functions of the entire Microsoft Office Suite, Dropbox, Google Drive. They have a desire to work in an often-busy environment with a lot of day-to-day variations. Some experience (at least 1 year) working in an administrative/operations/finance capacity and in an office-setting is preferred. Experience working in a theatrical or arts-related office environment is a plus. Some experience using Wordpress and Altru (Blackbaud – or other ticketing software) is a plus, but not a requirement. We will train the right candidate to perform the functions of the job.

Compensation: This is a part-time, year-round non-exempt position, expected to average 20-25 hours per week. \$18-\$20 per hour. Weekly schedule will be mutually agreed upon, and will include in-person time at our office in Green Mountain Falls, as well as the ability to work remotely.

Please send a cover letter, and resume by October 21, 2022 via email to: info@greenboxarts.org w/ "Management Associate_[Applicant Name]" in the subject heading. Please do not call to inquire about your application. Should you match our needs, we will be in contact with you.

Green Box is an Equal Opportunity Employer and does not discriminate on the basis of an individual's sex, age, race, color, creed, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, disability, genetic trait or predisposition, carrier status, citizenship, veteran or military status and other personal characteristics protected by law. All applications will receive consideration for employment without regard to legally protected characteristics.