



MANAGEMENT ASSOCIATE JOB DESCRIPTION

GREEN BOX seeks a bright and highly-motivated individual to support our administrative, development, marketing, educational, and box office operations, primarily working at our offices in Green Mountain Falls, Colorado. This full-time salaried position will support all of Green Box's programming through primary job duties as noted below. Additionally, the position will support the annual Green Box Arts Festival, year-round Artist in Residency programming, and other Green Box initiatives. 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

Administrative/Financial

- *Prepare Deposits and Payment Requests
- *Prepare Monthly Reconciliations
- *Maintain master calendars for events and venues including both internal and external activities
- *Perform Office Management functions, including inventory
- *Prepare and Disseminate Contracts, acquire appropriate vendor and artist documentation
- *Assist with, and manage, inquiries for rental opportunities
- *Provide administrative assistance support to the Executive team, including inter-office communications, as assigned

Board/Volunteers

- *Prepare Meeting Packets and Scheduling for Board Meetings
- *Take Minutes at board and other committee meetings
- *Assist with volunteer recruitment, scheduling, training, retention and recognition

Marketing

- *Perform continual website maintenance and updates
- *Assist with social media posts and press release submission and follow-up

Box Office/Customer Service

- *Build Events in Ticketing Software
- *Maintain Customer Database
- *Perform Box Office transaction services
- *Serve as primary front-facing staff member for in-person, phone call and email customer inquiries

Artist Relations

- *Maintain and update schedule of visiting artists, including scheduling housekeeping services
- *Prepare materials, including welcome bags and dissemination of materials for visiting artists
- *Coordinate with other team members all aspects of producing the various programs of Green Box

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 2 years) 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. Ability to lift/walk/sit/stand for extended periods is important. Some experience using Wordpress and Spektrix (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 full-time, salaried position, which will start in January 2024, with a starting salary of \$45,000 annually. Generous benefit package including health/dental/vision insurance, matched 403(b) and PTO are also provided.

Please send a cover letter and resume by December 1, 2023 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.