



Office Manager

Position Location: Oklahoma City, Oklahoma

Position Description:

The Office Manager manages all activities relating to office functionality with minimal supervision, including, but not limited to, the following:

Serves as office receptionist; greets colleagues and guests, answers phone and manages voicemail system; responds to program questions and requests; maintains OAI email account and delivers messages to appropriate personnel; sorts and distributes mail; logs incoming checks and makes bank deposits; monitors all office equipment and maintains relationships with vendors; manages inventory and orders all office supplies; monitors office neatness.

Works with part-time accountant and Director of Finance to ensure all necessary reports are submitted for financial reconciliation; provides back-up bookkeeping support as needed; oversees benefits and tracks vacation accrual for OAI staff.

Serves as the liaison between the Board of Directors and OAI staff and serves as Assistant Secretary for the board; takes minutes of OAI and OAI Foundation Boards of Directors meetings; provides clerical support to the board; oversees arrangements for board meetings; coordinates board committee meetings.

Assists the President & CEO as needed, which may include appointment calendar, business correspondence, and communications with the Boards of Directors, OAI staff, state agency representatives, and the public.

Oversees inventory, sales, and forecasting of OAI merchandise; manages the OAI store during Institute programs; assists with other programs-related activities as needed.

Provides support to the development and communications departments as needed. Responsibilities may include the following: helping draft communications for social media, newsletters and printed publications; assisting with website updates; helping with outreach efforts to recruit students and educators for OAI programs; preparing gift acknowledgment letters for donors; assisting with final reports to donors; assisting with special event planning and coordination.

Qualifications:

Bachelor's degree preferred; strong communication skills necessary; office administrative skills required; attention to detail a must; proficient in Microsoft Word, Excel, and Outlook; pleasant and calm personality. Interest or background in the arts is also preferred.

Physical Demands/Working Conditions:

- Must hold driver's license and must be able to drive a vehicle to various locations across the state.
- Must be able to lift and carry up to 30 pounds.

Special Considerations:

Some travel required for OAI Quartz Preview Days, Fall Arts Institute, Summer Arts Institute, and other special events. Required to spend up to three weeks at Quartz Mountain in Lone Wolf, OK, during the Oklahoma Summer Arts Institute in June, as well as multiple weekends at Quartz Mountain during the Oklahoma Fall Arts Institute in October.

Must be tactful and courteous in dealing with other professionals and in communicating with board members, advisory panels, state officials, faculty, and donors. Should embrace the importance of front-line responsibility in the public's perception of the organization.

OAI utilizes the following software platforms: QuickBooks Online, Ramp, Square, Slate CRM, Raiser's Edge, Microsoft 365. Please note your experience with any of these solutions in your cover letter or résumé.

Office Hours:

9:00 a.m. – 5:00 p.m. Monday through Friday; weekend and evening hours as required.

Salary Range & Benefits:

\$35,000-\$45,000, dependent upon experience. OAI currently provides health, dental and life insurance to its employees and makes an annual contribution to employee SEP-IRA retirement accounts.

About the Oklahoma Arts Institute:

The Oklahoma Arts Institute is a private, non-profit organization with a vision to cultivate established and emerging artists and educators through arts workshops, immersion, and awareness. Since 1977, the Oklahoma Arts Institute has recruited nationally renowned artists to teach a fine arts program for talented Oklahoma youth and a series of continuing education workshops for adults. Institute programs are held at the Quartz Mountain Arts and Conference Center in southwest Oklahoma.

Send Cover Letter, Résumé, and References by email to:

Rob Ward, President & CEO

rward@oaiquartz.org