



The Colonial Performing Arts Center, a nonprofit organization located in Keene, NH with an annual budget of \$2.2 million, seeks a full-time Administrative Manager.

Job Title: **Administrative Manager**

General Function: Manages the administrative operations of a fast paced, nonprofit performing arts center.

Functional responsibilities:

- **Administrative Support:** provides support to directors and department heads and others using Microsoft 365, Google Workspace, and CRM database
- **Office Management:** manages daily office operations, manages vendor contracts and relationships, oversees ordering to meet office needs, and develops and oversees office standard operating procedures
- **Human Resources Oversight:** oversees the organization's HR requirements, including employee on-boarding, administering employee benefits, maintaining personnel records, and monitoring insurance coverage
- **Contract Management:** oversees tracking and routing of artist contracts from inception through artist execution
- **Technological Support:** oversees network administration, manages phone system, coordinates the purchase and maintenance of office equipment
- **Financial Support:** supports internal financial procedures and works as primary liaison with third party accounting firm to coordinates payables, receivables, payroll and artist fee fulfillment
- **Property Management:** manages residential and commercial leases; fields tenant concerns working with facilities team
- **Data Entry:** Track and record data to support development and finance teams
- **Development Support:** Assist with member and donor acknowledgment processes. Assist with mass and bulk mailings
- **Box Office Support:** As needed, provide customer service in theatre box office

Desired Qualifications: High school diploma required, college degree preferred. Ability to work effectively with internal management, outside clients, vendors and the public. Must be a self-directed team player with a friendly and cooperative attitude. Needs to be well organized with a solid understanding of general clerical procedures. Should possess excellent communications skills and attention to detail. Working knowledge of Microsoft 365, Adobe PDF, Google Workspace and other office technology required.

Compensation \$40-\$44,000 salary, commensurate with experience; benefits package includes health, vision, dental and life insurance, and employer retirement contribution.

To apply: Email cover letter and resume to admin@thecolonial.org with subject line: Administrative Manager Search. We invite you to visit our website www.TheColonial.org.