



PART-TIME OFFICE COORDINATOR **Arts & Learning Conservatory (A&L)**

A&L MISSION

We exist to bring high quality performing arts programs to all children throughout Southern California.

Founded in 2004 The award-winning Arts & Learning Conservatory, has served the Orange County community offering high-quality instruction in acting, voice, dance, instrumental instruction and theater productions. We have developed Afterschool Programs, Musical Camps and School Productions. The Arts & Learning Conservatory is a not for profit organization that is dedicated to meeting an increasing need for arts accessibility for youth in our local communities.

GENERAL RESPONSIBILITIES

The Office Coordinator position for A&L's youth theater programs carries a multi-faceted function of assistant to the Operations Director. In this fast paced, highly visible role, you will cultivate and maintain excellent relationships with our families, staff, and schools as you support day to day operations within a range of office services and provide project scheduling and coordination. You will play an important role in the efficiency of the organization through your attention to detail, professionalism, and with a heart to serve. You will be the registration/enrollment manager, ticket sales-person, and serve as Front of House manager for productions.

Knowledge

- Knowledge of office administration with proficiency in:
 - Google Drive: Docs, Sheets
 - Office 365: Outlook, Word, Publisher, Excel
 - Wordpress – Website Management and Editing
 - Accounting
 - Fundraising
 - Marketing
 - Social Media
 - Database management
- Knowledge of the performing arts a Plus

- High level of accuracy
- Payment Processing: Cash and Card handling
- Box office experience a plus!

Requirements

- Positive, high energy with good character
- Solid grammar and diction.
- Professional appearance along with excellent customer service skills.
- Collaborative Team Player.
- Ability to multitask in a busy office environment.
- Should desire **long-term** commitment to the organization.

Availability: 20-hours per week @\$15 per hour

Resume submission cheryl@artsandlearning.org