

Frequent Flyers Productions, Inc.
Business Manager / Registrar
Job Duties

Summary: The Business Manager / Registrar manages the day-to-day office activities, including: student registration for classes, database management, volunteer management, bookkeeping and more for fast-paced nonprofit organization. Position is approximately 20-30 hours per week. Salary is DOE and ranges \$12-15/hr. No benefits. Must be available to work 2 PM – 7 PM and some Saturdays. Information can be found at www.frequentflyers.org

The Business Manager / Registrar will 1) specifically be seeking administrative work; 2) make at least a one-year commitment and 3) have the skills and interest to manage the office. He/she will:

Office

Answer phone calls, check messages respond appropriately, handle mail, compose business letters and donor thank you letters, maintain mailing list database, and submit online marketing, coordinate email blasts, and undertake some research.

Performances:

Some evening availability will be required to assist with front of house for performances, including organizing and managing volunteers, guest relations, t-shirt sales, and FFP information table.

Volunteers

Coordinate volunteers/interns for shows, ushers, errands, guest pick-up, drop-off, opening reception, data entry, backstage and other needs.

Classes / Aerial Dance School

Prepare class folders for teachers, keep track of class size & student registration / payment, and statistics. Track all legal forms.

Aerial Dance Festival (ADF)

Answer questions, manage administration of classes, registration letters & enrollment packets, money & collection, waivers, work study, etc.

Meet with Proctors, review job duties, and collect packets at the end of the class along with any money collected for the class.

Manage ADF artist money

Manage per diems, performance pay, class pay minus any artist deductions such as extra hotel stays or other misc. expenses..

Other ADF duties

Book artists flights, opening reception organization, answer questions, sell t-shirts, coordinate proctors and packets for each class during the festival.

Candidate Requirements:

- Proven skill with a similar administrative position that includes managing an office, database maintenance, organizing logistics and working with volunteers
- BA or BS and a minimum of 3 years experience in a similar position or environment

Physical health and mobility, including an ability to lift and carry up to 50 lbs, as well as a valid drivers license and vehicle.

Key Skills, Attributes and Experience:

- Self-starter who enjoys working independently while contributing to the team and interacting with various communities
- Multi-tasker. Enjoys variety and thrives in a deadline-driven environment
- Results-oriented, professional, resourceful and organized
- Great attention to detail
- Excellent communication (written and verbal).
- Excellent organizational skills including the ability to juggle competing priorities
- Strong work ethic, professional, resourceful and ethical
- Proficient with Microsoft Word and Excel, database data entry, and Quickbooks Pro. Web and graphics skills are a HUGE plus!