

Frequent Flyers® Productions

Office Administrator/Registrar (part time)

Frequent Flyers® Productions (FFP) is a Boulder, Colorado, non-profit aerial dance company seeking an Office Administrator/Registrar. The Office Administrator/ Registrar manages day-to-day office activities, including: student registration for classes, database management, volunteer management, and more for this fast-paced nonprofit organization. Position is approximately 30 hours per week, except July 30 - August 11, 2017 when the position may increase to as many as 40 hours and include weekends. Wages DOE and range \$12-14/hr. No benefits. Hours sometimes change based on the studio schedule, but will include some evening hours (until 8:00 PM) and some Saturdays.

This person works in coordination with the Artistic Director and Education Director, Assistant Education Director and Board Chair. Specific duties include, but are not limited to, the following:

General Office:

- Answer phone calls and emails, check messages and respond promptly and appropriately
- Handle routine correspondence with vendors, students, parents and the general public
- Manage and update tracking spreadsheets, informational documents, and donor database
- Responsible for managing and creating all classes and workshops in studio registration software several times a year
- May be asked to assist with special projects

Aerial Dance Studio Support:

- Assist students with registration and prepare rosters for each class
- Track student waiver forms
- Assist with scheduling private lessons, birthday parties and other private classes
- Serve as a key member of the team in communicating with students and parents
- Assist with coordination and oversight of studio maintenance and cleaning needs

Performances:

- Evening and some weekend availability will be required to assist with front-of-house for performances, including organizing and managing volunteers

Aerial Dance Festival:

- Assist with logistics for the summer festival, including scheduling volunteers, coordinating student schedules, communicating with teachers and proctors

Minimum Qualifications:

- Office Admin needs to be a “people person” who enjoys interacting with a wide variety of people
- Resourceful, organized, and flexible enough to work in a fast-paced environment with shifting priorities
- Excellent spoken and written communication skills
- Good Customer-Service Orientation
- Strong organizational skills and attention to detail
- Proven skill with Microsoft office (Excel and Word), and capacity to learn and master new software (MindBody (class registration) and DonorPro (donor database))
- Familiarity with studio registration software a plus (MindBody, Active Network, etc.)
- Minimum of 2 years experience in a similar position or environment preferred
- Requires the ability to lift and carry up to 50 lbs., as well as a valid drivers license and vehicle
- Critical thinking skills and creative problem solving
- Ability to work independently when necessary, while also contributing to the team

Send resume and references to: Melissa Mullin, melissa@frequentflyers.org

Frequent Flyers Productions, Inc.

No phone calls please.

Please visit: www.frequentflyers.org/page/Job_Opportunities/ for more information.