

BAAY Office Manager

Overview

The mission of Bellingham Arts Academy for Youth (BAAY) is to enrich the lives of children through the exploration of the arts. Through our educational programs we help children develop confidence, character, creativity, and community. All BAAY staff, board and volunteers agree to support [The BAAY Way](#).

The Office Manager works closely with BAAY's Executive Director (ED) and Artistic Director (AD) to ensure that sustainable administrative systems are in place to support the organization's mission on a daily and long-term basis. The Office Manager reports to and is evaluated by the Executive Director.

Responsibilities

The Office Manager supports the program, financial, and physical space needs of BAAY. Specific duties include but are not limited to:

- **OFFICE MAINTENANCE** - Establish a welcoming presence in BAAY's office and keep regular office hours. Distribute mail, respond to emails and voicemails, and re-stock and organize supplies. Manage use of the copy machine and ensure office equipment is properly maintained and secured.
- **PROGRAM REGISTRATION** - Respond to enrollment inquiries and ensure that course rosters are formatted, printed, and up to date. Create registration forms, update BAAY's calendar, and manage program email groups. Manage refunds and late sign-ups.
- **FINANCE** - Make cash/check bank deposits, retaining all necessary receipts and documentation. Manage payment plans and receive late payments as needed. Assist ED with bookkeeping and payroll, and ensure the security of cash on premises.
- **FACILITY** - Ensure building security through key management and door code updates. Maintain the video surveillance system and ensure all smoke detectors and exit signs are functioning properly. Order cleaning, bathroom, and office supplies as needed.
- **HUMAN RESOURCES** - Provide onsite support to staff, students, and families during office hours. Support new staff onboarding and maintain employment records. Attend and take minutes at the admin team and all staff meetings.
- **BOX OFFICE & PERFORMANCES** - Create ticketing pages for productions, and communicate with families regarding comp tickets and show protocols. In collaboration with the ED, design and print playbills for every show weekend. Serve as house manager for shows and/or recruit and train parent volunteers to fill that role.
- **VOLUNTEER COORDINATOR** - Create and distribute volunteer sign up forms for all performances and special events. Manage the volunteer roster and email list, and send calls for support as needed. Recruit volunteers to help with poster distribution.
- **PUBLIC RELATIONS** - Submit online calendars for productions and events. Print posters and fliers, table at community events, and ensure BAAY's website is up to date.

Skills and Qualifications

- Passion for BAAY and its mission
- Ability to work collaboratively and take direction
- Ability to manage competing priorities, meet deadlines, and honor agreements
- Strong organizational, problem-solving, and communication skills
- Strong documentation and record-keeping skills
- Experience with Google Workspace tools, Microsoft Word, and Excel
- Sense of humor, team player, ability to have fun while getting things done

Preferred but not required:

- Experience with website management (specifically Wordpress), Customer Relationship Management (CRM) software, and QuickBooks or other bookkeeping software
- Experience with customer service

Hours and Compensation

Part-time hourly at 20 hours per week (\$20/hr)

16 scheduled office hours with 4 flex hours per week

Includes paid sick leave accrued at 1 hour per 40 hours worked

Health benefits not included

To apply, email resume and cover letter to jobs@baay.org.

Recruiting and retaining a diverse workforce is a high priority at BAAY. We do not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, gender identity and expression, political affiliation, marital status, age, or any other basis prohibited by law.