



Position: **Office Manager**

Employment Type: Regular Full-Time (Hourly/Non-exempt)

Department: Finance and Administration

Salary Range: Based on Experience

Direct Reporting To: Executive VP & COO

Indirect Reporting To: Senior Director of Finance

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#### **PRIMARY RESPONSIBILITIES:**

##### Office Facilities Coordination

- Manage day-to-day operations of office facility to include front desk/reception area, copy/office supply rooms, kitchen/break rooms, and conference room schedules (two story office suite)
- Manage lists of Office 365 user accounts and computer inventory
- Order and maintain office supplies
- Manage incoming/outgoing mail and shipping/deliveries
- Process business reply envelopes
- Manage office and warehouse security systems (keys, building access cards, alarm systems)
- Coordinate use and scheduling of workspaces for staff, and related space calendars
- Provide new employee office equipment training
- Manage day-to-day office equipment functions and serve as liaison with vendors
- Coordinate office equipment ordering and provide staff training
- Liaison for day-to-day operations with other tenants (OCMD, etc.)
- Log and distribute incoming payments

##### Daily Reception Duties

- Greet visitors and vendors
- Manage phone and voicemail systems
- Make coffee for kitchen and coffee/snack area, as well as for some group meetings
- Answer general phone line and assist callers who need special attention
- Maintain appropriate and timely outgoing announcements on general voicemail system
- Forward general incoming emails to general organizational inbox to appropriate staff

##### Regular Schedule

Monday – Friday, 8:30am – 5:30pm with a 2-hour period available to complete non-front desk office assignments and also take a 1-hour meal break.



## QUALIFICATIONS

- Demonstrated skill in managing multiple priorities with a high attention to detail.
- Experience in arts organizations and/or other non-profit organizations may be a plus
- At least three years of professional experience, with similar work experience considered a plus
- Familiarity Microsoft Office products – Outlook, Excel, and Word

## TO APPLY

- Email your resume, cover letter and salary requirements to [aedmunds@pacificsymphony.org](mailto:aedmunds@pacificsymphony.org)
- Please begin your subject line with the words “Office Manager”
- No phone calls please

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

## ORGANIZATIONAL BACKGROUND:

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsythe. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Phil, Chicago Symphony, and New York Philharmonic.

In most years, Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventurous Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Music Director Carl St.Clair just celebrated his 30<sup>th</sup> season with Pacific Symphony, while Principal Pops Conductor Richard Kaufman is currently celebrating his 30th season leading the Pops series.

*Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.*