

# FOLK ARTS SOCIETY

## Office Manager

### **Main Role and Functions:**

The Office Manager is responsible for the year-round administration of the Folk Arts Society. This individual organizes and maintains the office; maintains FAS records; conducts day-to-day banking and financial administration; monitors and reports to the Board on administrative matters; and, supervises junior office staff, when applicable. The incumbent will have the unique opportunity to work in an organization with a long history of supporting this province's folk arts and culture.

**Reports to:** FAS Board of Directors

### **Duties:**

#### **1. Office and Financial Management:**

- a. organize and maintain records
- b. invoice sub-tenants for shared office rental costs
- c. interact with public through calls and visits
- d. maintain invoicing system and pay bills
- e. maintain and reconcile bank account
- f. send invoices and receipts for donations
- g. prepare banking documents and vouchers (deposit slips, cheques, credit card paperwork)
- h. maintain and account for petty cash
- i. with Treasurer, prepare materials for audit and respond to auditors
- j. other bookkeeping functions as required

#### **2. Board Support:**

- a. attend and take minutes at meetings
- b. in consultation with Executive, compile and distribute agendas, minutes, and other documents for meetings
- c. make available to Board and sub-committees, documents as requested
- d. assist in preparation of monthly Treasurer's report
- e. coordinate and notify Board and membership of AGM

#### **3. Grants and Funding Proposals:**

- a. maintain calendar of deadlines for grant applications throughout the year
- b. assist Executive in completing reports, applications and grant proposals
- c. assemble and update generally requested information

#### **4. Staffing:**

- a. prepare application(s) for and supervise summer student(s)
- b. prepare employee-related documents for submission to government agencies in a timely fashion
- c. provide interim or off-season administrative support for activities otherwise handled by contractual staff (e.g. Special Events Coordinator, Sponsorship Coordinator)

5. **Computer:**
  - a. maintain member, supplier, sponsorship, and mail-list databases
  - b. maintain and organize electronic business records of FAS
  - c. maintain back-up of information stored on servers
  
6. **Memberships:**
  - a. maintain updated member address file
  - b. prepare and send membership promotions and membership cards
  - c. solicit membership renewals
  
7. **Communications:**
  - a. distribute FAS press releases, announcements, event posters, etc.
  - b. in consultation with the Executive, respond to inquiries from the public and the media about the Council and its activities
  - c. prepare weekly news announcement to mail-list
  - d. provide information to FAS webmaster
  
8. **Promotion:**
  - a. prepare and distribute Folk Night announcements
  - b. send listings to media
  - c. coordinate annual tourism listings
  
9. **Folk Night:**
  - a. Advertise event each week
  - b. prepare cheques for performers
  - c. contact and brief volunteer hosts, schedule the hosts and door person
  - d. gather and bundle door prizes
  - e. ensure supply of beer tickets
  - f. provide hosts with membership applications
  - g. collect and file archive forms
  
10. **Annual Folk Festival:**
  - a. assist Special Events Coordinator and Artistic Director as directed by Executive;
  - b. maintain Festival records (contracts, files)
  - c. coordinates performers'
  
11. **Events Management:**
  - a. assist Special Events Committee to plan and coordinate:
    - i. NL Folk involvement in St. John's Days;
    - ii. Gower Wassail
    - iii. FAS workshops
    - iv. Other events
  - b. support coordinators of Young Folk at the Hall by arranging for facility rental, promotion, and payments as required
  - c. Maintain special events records (contracts, files)