



The Heider Center for the Arts is a non-profit fine arts facility located in West Salem, Wisconsin. Its mission is to provide high quality artistic events and educational programs to the region. The Heider Center operates as a community arts center and offers concerts and professional performances, educational shows, and community education classes governed by a board of directors. The Center employs a part-time arts director and a part-time fine arts business manager. For more information about the Heider Center, please visit <https://heidercenter.org/>

The Heider Center is seeking a customer-service oriented part-time (not to exceed 900 hours/year) fine arts business manager to:

- § Manage the box office for 10 hours a week (likely Tue 1 pm – 6 pm and Fri 9 am – 2pm)
- § Manage the box office during all performances (about 6 hours per performance; 8 performances October through April)
- § Attend monthly board meetings (about 60 – 90 min each)
- § Manage the business affairs of the Heider Center (about 8 hours/week)

Principal duties include:

- § Create and maintain a customer service culture
- § Maintain Center budgets and ensure fiscal reporting
- § Assist the Director with correspondence, publicity materials, and operational elements
- § Maintain customer mailing list
- § Prepare monthly and annual business managers reports for the Board
- § Administrative tasks such as invoicing sponsors and advertisers, Center mailings, and providing accommodations for performers
- § Work with committee chairs to advance the Center's mission
- § Prepare materials for annual fundraising events
- § Responsible for ticket sales and seating assignments for performances
- § Prepare advertising materials and show bulletins for each performance

Technical skills:

- § Proficient in Microsoft Office Suite (i.e., Excel, Word, Powerpoint)
- § Knowledgeable in QuickBooks and Publisher
- § Familiar with Box Office Ticketing Software (Currently use Thundertix)
- § Familiar with BOCA Printing Equipment

Pay: \$15/ hour

If you are interesting in joining our hardworking, enthusiastic team please send: (1) a cover letter of interest, and, (2) a resume, including the names and contact information for three references (2 professional, 1 personal) to Terrilenselink1214@gmail.com by February 19, 2021. Or by hard copy to The Heider Center, 405 E Hamlin St, West Salem, WI 54669 A tentative start date of March 15, 2021 is anticipated.