



## **JOB DESCRIPTION PACC Office Administrator**

### **OVERVIEW**

The role of the Office Administrator is to provide comprehensive support for all business functions of the Peoria Area Civic Chorale. This position reports to the Board of Directors through the Executive Board and Board Chairman.

### **DUTIES**

- Maintain general office of PACC and respond to all correspondence (phone/email/mail) within 24 hours
- Manage business files and assist in record keeping
- Process all financial transactions and complete bookkeeping records, including but not limited to payroll, taxes, donations, tuition assessments, bill payment, ticket sales, etc.
- Maintain donor database and promptly send thank you letters/tax statements
- Serve as liaison with outside vendors to coordinate PACC events:
  - Order marketing materials: posters, heralds, concert programs
  - Work with local businesses regarding ad purchases
  - Set up concert series ticket sales with ArtsPeople website
  - Sell tickets to patrons, choir members and other organizations
- Prepare reports and attend monthly Board of Directors meetings
- Liaise with Choir President about rosters and program details
- Other support duties as assigned

### **PREREQUISITE SKILLS**

#### **Key Competencies & Experience**

- Communication and people skills
- Computer skills and knowledge of office software packages
- Problem analysis and assessment
- Judgment and problem solving
- Decision making
- Integrity and Initiative
- Planning and organizing
- Work and time management
- Attention to detail and high level of accuracy
- Teamwork and collaboration
- Ability to work independently and make decisions



PEORIA AREA  
CIVIC CHORALE

DR. JOSEPH D. HENRY  
ARTISTIC DIRECTOR / CONDUCTOR

**Desired Qualifications:**

- Prior experience working with a non-profit organization
- Experience working with Quickbooks, website management, and/or online event ticketing
- Development and fund-raising coordination
- Marketing experience
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures

**PAYMENT/SALARY DETAILS**

- Paid each month based on the number of hours worked to a maximum of \$7,500, work mainly concentrated around the performances in May and December each year.