



JOB DESCRIPTION

PART-TIME OFFICE, HOSPITALITY, & LODGING COORDINATOR (Seasonal)

OVERVIEW

Mendocino Music Festival is looking to hire an Office, Hospitality, & Lodging Coordinator to join our team. ***Outstanding customer service is our topmost priority.***

HOURS AND LOCATION

LOCATION: Our office is located in downtown Mendocino on Main Street.

HOURS: 10-4pm, Monday through Friday with one rotating WFH day a week until April pending management approval.

January: 30 hours per week

February through August: 30-40 hours per week

September through November: Off

December: 30 hours for two weeks

BASELINE DUTIES AND QUALIFICATIONS

This position reports to and assists the Office Manager.

Open the office at 10 am and close at 4 pm Monday through Friday.

Answer the phone, direct calls as necessary and/or take messages.

General Office Coordinator duties include:

- Data entry, spreadsheet skills are very important
- Daily Post Office pickup and/or bank deposit
- Donation entry into Patron Manager along with relevant information to track new or repeat donor info
- Count the cash register and make closeout reports
- Post MMF events on local calendars and websites
- Assist the Office Manager with reports, errands, and/or special projects as directed
- Keep the office area neat and tidy
- During the Festival period, additional duties such as helping with the daily cash count and assisting with ticket sales at the tent box office may be needed

Coordinate the MMF Souvenir Program Advertisements:

- Collaborate with the Digital Media Manager and the Advertising Coordinator to ensure that the necessary information makes it to the Program Designer.
- Proofread and double check all ad information that is sent to the Program Designer, this includes ad sizes, colors, etc.

- Lead purchasing agent, track all office purchases made, reconcile, receive, and forward all invoices to the bookkeeper.

Hospitality and Lodging Coordinator duties include:

- Gather hospitality riders from each guest act performing in the tent
- Supply purchase lists for food requests
- House guest acts with local lodging partners
- Offer, track, and monitor complimentary tickets to hospitality donors

Coordinate the Special Acts Hospitality program:

- Create a package that shows lodging sponsors the perks of sponsoring the Festival
- Approach, place, and negotiate in-kind rooms with local lodging facilities to accommodate special acts/soloists during the Festival season according to their contracts & riders

SPECIAL PROJECTS

As needed and directed by the Office Manager

SKILLS AND ATTRIBUTES

Ability to communicate clearly, both written and verbal
Exceptional organizational skills
Ability to prioritize projects and deadlines
Calm under pressure and courteous nature, always

EDUCATION / EXPERIENCE

Experience with people as a priority
Computer skills (Word, Excel, Outlook - PC or Mac)
Familiar with phone systems and standard office equipment

REPORTS TO:

This role reports to the Office Manager

WAGE:

\$21-\$25 an hour based on experience