



JOB DESCRIPTION:

PART-TIME BOX OFFICE COORDINATOR

OVERVIEW

Mendocino Music Festival is looking to hire an office coordinator to join our team. The festival season is two weeks long every July. **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

April through May: 30 hours per week

June: 30-40 hours per week, depending on workload

July: 40 hours per week

August through December: Off

BASELINE DUTIES AND QUALIFICATIONS This position assists the Office Manager. Training will be provided.

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

Greet visitors and assist them as needed

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

General office duties: computer entry, spreadsheet skills are very important

Do a daily Post Office pickup and/or bank deposit

Enter donations into the database

Perform ticket sales in person, on the phone or at the tent (during the festival)

Operate the cash register and make closeout reports

Track and monitor complimentary tickets

Post MMF events on local calendars and websites

Assist the Office Manager with reports, errands and/or special projects as needed

Keep the office area tidy and neat.

Keep merchandise well displayed

During the festival period, may be called upon to help with the daily cash count for tent

Special projects as they arise, such as social media posting and interacting with social media visitors in a kind and thoughtful way

SKILLS AND ATTRIBUTES

Ability to communicate clearly, both written and verbally

Exceptional organizational skills

Ability to prioritize projects and deadlines

Calm under pressure and courteous nature, always

EDUCATION / EXPERIENCE

Experience with people is a priority

Computer skills (Word, Excel, Outlook — PC or Mac — spreadsheets and Google docs)

Familiar with phone systems and standard office equipment

REPORTS TO: Office manager

WAGE \$20-22 hour to start