

## **IMMEDIATE OPENING FOR ADMINISTRATIVE DIRECTOR AMERICAN RECORDER SOCIETY**

Full time position, to begin by 1 March 2015.

### **ORGANIZATION**

American Recorder Society (ARS) exists to promote the recorder and its music by providing resources and opportunities to the diverse recorder community.

### **SUMMARY**

The Administrative Director is responsible for general administration of American Recorder Society (ARS) and the operation of its business office. He or she reports to the President and Board of Directors, and is responsible for working with the Board, ARS members and other stakeholders to carry out ARS programs and represent its interests. The Administrative Director handles finances and bookkeeping, office management, website content and administration, and ARS newsletter. The holder will have an office assistant, and appropriate input and help from Board members.

### **RESPONSIBILITIES**

#### **General**

- Work professionally with board members, other staff, the editor of *American Recorder*, and vendors
- Carry out ARS programs effectively, and represent ARS interests in the larger community of ARS stakeholders, comprising:
  - ARS members
  - ARS chapters, consorts and recorder orchestras
  - Recorder professionals
  - Recorder students of all ages
  - Vendors
  - Donors
  - Other music organizations
- Manage the ARS office, including supervision of an assistant

#### **Administrative**

- Maintain corporate and personnel records, state and local licenses
- Evaluate and monitor Insurance for Workers Compensation, Property/Liability Insurance and Directors & Officers Liability
- Maintain communication with Chapters and members
- Process membership applications and renewals
- Assist with Board committee tasks and election of Board members (every two years)
- Approve and edit calendar events

#### **Financial**

- Prepare annual budget with input from the Board and assistance from the Finance Committee

- Maintain financial books and records, and provide monthly statements to the Board
- Maintain records and file state and federal reports (about 35 annually)
- Process payroll, reconcile bank and investment accounts and credit card transactions

#### **American Recorder Magazine, Newsletter and other ARS publications**

- Solicit material and produce quarterly Newsletter
- Work closely with the editor of *American Recorder*, to provide content, obtain copyright permissions and maintain subscriber data

#### **Special Events**

- Assist with planning and executing for:
  - Board meetings
  - American Orff-Schulwerk Association—exhibition booth and playing session
  - Music festivals—ARS exhibitions and activities
  - Play the Recorder Month

#### **Website**

- Create content and update software, with assistance from Board members
- Maintain membership database and online store

#### **REQUIRED EXPERIENCE**

- Office management
- Quickbooks

#### **DESIRED SKILLS**

- Strong organizational and communication skills
- Ability to handle a variety of tasks and projects simultaneously
- Ability to meet tight deadlines and assist others in doing so
- proficiency in the following areas:
  - Non-profit accounting skills
  - Website management
  - Event registration
  - Relevant software programs, including Microsoft Office, Adobe Acrobat, MMS membership database and MMS Content Manager, MS Publisher, Constant Contact

#### **[APPLICATION]**

Application materials should be submitted as soon as possible by email to the ARS office: [director@americanrecorder.org](mailto:director@americanrecorder.org)

ARS is an equal opportunity employer.