



One Yellow Rabbit (OYR) is seeking an enthusiastic and experienced team player to fill the contract position of **Administrative Assistant**.

The Administrative Assistant will report to the OYR Producer, under the guidance of the Managing Director, and will work closely with the Marketing Director and the Company Manager to provide support for the administrative activities of the company, with a primary focus of administrative support and box office operations for the 39th Annual High Performance Rodeo (HPR).

The position is based on a 40-hour work week, Monday through Friday, with the expectation that the candidate will be able to work flexible hours (some evening and/or weekend hours) over the period of the High Performance Rodeo – Jan. 14 to Feb 2, 2025.

Contract Start Date: October 7, 2024

Contract End Date: February 14, 2025

Rate of Pay: \$920/wk

Key Accountabilities:

- Support OYR leadership team by maintaining meeting schedules, recording minutes and maintaining files (both electronic and paper)
- Maintain inventory of office tech (Macs, PCs, printers, Square readers, etc.)
- Update templates for a variety of office documents (forms, budgets, reports, etc.)
- Enter donor information into database
- Maintain donor recognition lists for publication in programs and on website
- Assist with creating and implementing desired ticketing strategy, in coordination with the Arts Commons Box Office and the OYR team.
- Support the team in creating ticket builds for all events.
- Provide front-line customer service including ticket sales in person and over the phone, responding to patron queries, troubleshooting and resolving patron complaints, in conjunction with the HPR Box Office staff
- Provide regular ticketing/sales reports
- Complete final reports and share with leadership team
- Pull patron lists from database for targeted emails
- Assist with maintaining website content and functionality

- Assist with editing / proofing marketing materials
- Help create signage as necessary
- Assist Company Manager and Front of House Manager in managing the OYR volunteer program, including updating volunteer management software, and communicating volunteer schedule with volunteers and staff.
- Support other programs and events as needed

The ideal candidate will be someone who believes in the value of Arts and Culture in our society and who has an interest in community-building. You work well with a small team, as well as being able to work independently when needed. You know how to manage your time and work to deadlines. You can juggle the big picture with the small details and are comfortable with managing multiple tasks on a day-to-day basis. You understand the value of great customer service.

We work primarily on Apple computers, and we are looking for someone with experience using Microsoft Word and Excel, as well as Google Suite.

Familiarity with the database ticket selling system Tessitura would be an asset, although training can be provided as needed.

One Yellow Rabbit is committed to equity, diversity and inclusion and encourages applications from all interested individuals. We can provide training in certain areas of the position and want to support the right candidate to be successful in this contract role.

To apply for this position, please email the following materials to info@oyr.org

- A cover letter telling us a little bit about yourself and detailing your interest in the position
- A current resume that highlights your relevant experience
- The names and contact information of 2 past employment references

This posting will remain open until a successful candidate has been found.

We thank everyone who applies for their interest, but we will only be contacting those applicants that we select for an interview.

To learn more about One Yellow Rabbit and the High Performance Rodeo, please visit our website at www.oyr.org