

Job Title:	Office Manager
Place of Work:	Red River Dance & Performing Company
Position:	Full time (32-hr)
About Red River Dance: Red River Dance is a non-profit dance studio located in Fargo-ND. Red River Dance's mission is to provide quality instruction, choreography, and performance opportunities for dancers of all ages, abilities, and backgrounds by valuing integrity, relationships, growth, adaptability, and creativity. RRD is an industry-leading studio that invests in relationships to build strong, physical, technical, and creative dancers.	
Job Description: The office manager of Red River Dance ensures that the day-to-day operations are handled with supreme professionalism. The ideal Office Manager will excel in customer service, will be willing to learn specific dance billing/scheduling software, assist the Executive Director, Program Director, and Competition Coordinator with project and event tasks, show an interest and passion in social media marketing / communication and above all, ensure that all dancers and families are provided outstanding customer service.	
Office Operations <ul style="list-style-type: none"> • Manage accounts and perform bookkeeping • Maintain and oversee industry software to ensure up to date & accurate • Maintain and oversee internal calendar to ensure up to date at all times • Provide all mass communication (answer phones, greet visitors, schedule appointments & maintain calendars) • Manage general office functions & order supplies Marketing <ul style="list-style-type: none"> • Develop & maintain all forms of marketing materials for RRD class sessions, new classes, etc. • Plan, schedule and execute marketing initiatives on all social media platforms Other <ul style="list-style-type: none"> • Cleaning / Organizing as needed • Any additional tasks as assigned by the Executive Director for the overall success of Red River Dance & Performing Company Skills <ul style="list-style-type: none"> • Strong written and verbal communication skills • Excellent time management skills and ability to prioritize work • Organization and the ability to multitask to complete a wide variety of tasks • Strong interpersonal skills to interact positively with all employees and customers • Leadership qualities • Attention to detail to ensure tasks are completed thoroughly and correctly • Bookkeeping skills • Reliability and Discretion Requirements <ul style="list-style-type: none"> • High School Diploma <u>Required</u> • Business Administration background preferred • Experience in Dance Education preferred • Experience in marketing software e.g. Canva • 2-3 years of experience as an office clerk, administrative assistant, secretary or similar role relating to customer service Benefits Red River Dance offers competitive pay and benefits package for full time employees including: Health Insurance, Dental Insurance, PTO, Paid Holidays, & Simple IRA match for fulltime employees.	

**Red River Dance & Performing Company's Executive Director & Board of Directors reserve the right to update this job description at any time if in the best interest of the organization.*