



PRIZM builds a diverse community through chamber music education, youth development, and performance. In order to achieve our mission, we bring together students and the community - composed of varied backgrounds, cultures, and religions from all over the Memphis metropolitan area.

**Position:** Office Administrator

**Job Type:** Part-time (20 hours / week) / Flexible day hours / Some evening and weekend hours required

**Compensation:** \$23-26/hr

**Start Date:** November 1, 2022

**Reports to:** Director of Operations and Programming

**Job Summary:** PRIZM Ensemble seeks a part-time Office Administrator to organize and coordinate office administration and procedures, in order to ensure organizational effectiveness and efficiency. The Office Administrator is responsible for developing intra-office communication protocols, streamlining administrative procedures, and inventory control.

**RESPONSIBILITIES**

- Manage the day-to-day operations of the organization
- Create, implement, and maintain PRIZM's primary schedule (includes concerts, rehearsals, student teaching artists assignments, etc.).
- Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing and requisitions, and monitoring clerical functions.
- Provide direct administrative supports as needed
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures
- Manages office interns by recruiting, selecting, orienting, and training.
- Facilitate communications for organization
- Manage website updates
- Update donor database

- Assume other job duties as needed by the Executive Director and Director of Operations and Educational Programming

### **QUALIFICATIONS**

- High School Diploma or GED; Associate or Bachelor's degree preferred
- Ability to work well in a variable-paced environment
- A proactive attitude with working as part of a team
- Ability to exercise considerable judgment and discretion in establishing and maintaining good working relationships with team members, volunteers, youth, and donors
- Basic computer skills in word processing, spreadsheet, and presentation software as well as a knowledge of the Google suite of services
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong management and organizational skills
- Ability to work independently, meet deadlines, multitask,
- Possess innovative and creative problem-solving abilities

### **Physical Requirements**

Manual dexterity is required to use computers and general office equipment; some overtime may be required.

### **Work Location:**

5530 Shady Grove Rd.

Memphis, TN 38120

COVID-19 considerations:

PRIZM Ensemble adheres to guidelines provided by the CDC.

**Special Requirements:** Background check required after a conditional job offer is made.

**Resignation:** PRIZM requires a minimum two-week notice of resignation.

To apply, [click here](#).