

POSITION ANNOUNCEMENT

DATE OF NOTICE: FEBRUARY 13, 2023

ABOUT MBOTMA

The Minnesota Bluegrass and Old-time Music Association (MBOTMA) is a 501(c)(3) nonprofit organization founded in 1975 to preserve and promote bluegrass and old-time string band music, and related acoustic music genres, in and around the state. Visit MinnesotaBluegrass.org for more information.

Office Manager: The Office Manager provides operational support of the organization, member services, and provides support for programs and events coordinators.

Classification: Part-time Independent Contractor

Application Process: Proposals will be accepted until a contractor is appointed. An initial review of proposals will be conducted two weeks following the date of this notice.

Anticipated Start Date: Immediately

Compensation: Negotiable based on credentials and appropriate expertise.

Location of Work: Remote and at on site events.

Duration: 12 months

Submit letter of interest and resume to info@minnesotabluegrass.org , Subject: Office Manager

Questions? MBOTMA Hot Line (601) 651-3694

Key Services Include:

General Office Management

- Maintains oral and written correspondence, orders supplies, runs ad hoc reports as requested; provides support for monthly Board meetings, training sessions and retreats; contributes to development and implementation of member surveys; maintain files and records.
- Assists the Merchandise Coordinator with tracking inventory and appropriate record-keeping.
- Maintains website and social media content including updating event information and maintaining the database for MBOTMA member services, volunteer services, and contact information for vendors, donors, volunteers, and members.
- Assists the editor of *Minnesota Bluegrass* magazine to ensure that subscribers receive their magazine every month.
- Coordinates the creation of marketing materials for sponsorships, advertisers, events, and promotions.

Financial Services

- Assists the Bookkeeper with ensuring that all financial transactions are documented.
- Assists with membership renewals.
- Invoice and collect sponsorship pledges related to events.

Event Arrangement Duties

- Administer event ticket sales, camping registrations and other registrations.–
- Assists event coordinators with securing regulatory licenses for events.

Board of Directors Communications

- Coordinate the annual Board of Directors election and voting process.
- Collect and file annual board Conflict of Interest documentation.

Volunteer Coordination

- Assist with volunteer recruitment and coordination.