



Lake Placid Center for the Arts

Job Description – Production Manager/Office Manager

Reports to Assistant Director

Responsibilities include general office responsibilities, supporting fundraising activities, and programming activities as follows:

Office Manager:

- general office responsibilities including - answering phone, processing office correspondences, filing, bulk mailings, assembling programs, distribution of printed materials, copying, etc.
- staff the Box Office as needed per scheduling
- coordinate maintenance of office equipment
- inventory and order all office supplies and office printed materials
- assist in maintaining master mailing list for donors, benefits, schools artists, etc.
- assist in maintaining permanent history of donation records
- record donations received annually
- process acknowledgements to donors
- assist with annual fund appeal/membership drive printing, labels and mailing
- assist in processing annual thank you
- assist on processing special targeted mailings and campaigns
- assist in processing ticket reservations and workshops registrations
- assist at all special events including performances, receptions, and benefits
- assist in soliciting annual program advertisers
- process mailings of gallery invitations and prospectus for artists and schools
- other duties as assigned by the Assistant Director and Director
- coordinate all bulk mailings

Production Manager:

- coordinate housing, hospitality and special needs for artists and instructors
- coordinate receptions for performances and special events
- produce performance printed programs
- maintain master grid of space allocation for all spaces
- coordinate special off-site programs ie: bus trips annually
- coordinate volunteers for program activities ie: Green Market Wednesday
- assist with the installation and dismantling of gallery exhibitions
- develop and maintain workshop supplies
- assist in processing instructor contracts
- coordinate gallery receptions
- assist in processing exhibition lists and labels for shows

Full-time salaried position (range \$23,500 to \$26,000 to start based on experience). Some weekend and evening hours may be required. Regular schedule Mon-Fri. 9am-5pm. Full benefit package: Health Insurance, Retirement Plan, Flexible Spending Plan and annual paid vacation, holiday and sick time.

**Please send resume and cover letter to:
LPCA, 17 Algonquin Drive, Lake Placid, NY 12946**