



## **Office Manager – South Shore Music Circus - Cohasset, MA**

The South Shore Music Circus and Cape Cod Melody Tent are 2,250 seat concert venues presenting 50-80 world class live concerts and comedy performances annually. This is a full-time, year-round position located in Cohasset that reports directly to the CEO/Executive Producer. We are looking for an enthusiastic team player who will enjoy working in our fast-paced concert environment.

### **Responsibilities include, but are not limited to:**

- Directly oversee daily requirements and act as gatekeeper for both venues, the CEO/Executive Producer, and SSPA Operations Manager
- Responsible for all aspects of artist contract management, including modifying contracts to meet venue standards, tracking status of contracts and required insurance certificates, coordination with MA Department of Revenue on contracts and artist taxes, working with Accounting on all artist deposits, and ensuring all deadlines are met
- Provide administrative support for both venues including office equipment, computers (hardware & software) purchasing, implementation and maintenance of inventory.
- Manage phone system, office management and administrative duties, and day to day procedures of the venues
- Direct liaison between Management Staff of both venues - must be able to effectively communicate constantly evolving live concert details
- Manage vendor relationships including phone and computer, IT experience needed for troubleshooting and escalation to offsite service provider as needed
- Review and update vendor contracts as needed & approve invoices
- Maintain all office supplies and stationery; evaluate new office products, placing orders, verifying receipt of supplies and approving invoices
- Edit/proof all marketing materials, emails and websites
- Annual responsibilities as needed such as preparing/updating Employee Handbook, riders, venue licensing, etc.
- Provide Music Agent ticket counts as required by contracts and riders

### **Qualifications include:**

- Minimum of five years of experience preferably at the Executive level
- Due to the nature of our business, all staff must be fully vaccinated
- Professionalism and maintaining the highest level of confidentiality is essential.
- Must have highly effective interpersonal skills, problem solving skills, and have the ability to manage priorities and workflow, work well under pressure, and consistently meet deadlines
- Attention to detail, the ability to follow instructions and willingness to support all team members is essential; contract management experience and Adobe and Nuance software experience a plus
- Proficient in Microsoft Office, Telephone administration, FileMaker a plus
- Computer literacy and IT experience needed
- A positive, can-do attitude with a sense of humor gets extra points

**Education Level: College Degree Required**

**Location: This position is in Cohasset, it is not a remote position**

**Benefits and pay commensurate with experience**

**Please send cover letter and resume to: [kwash@themusiccircus.org](mailto:kwash@themusiccircus.org)**