

Ye Olde Opera House (YOOH) Administrator Job Description

About YOOH

Ye Olde Opera House is a nonprofit community theater in Spring Grove, Minnesota.

The mission of Ye Olde Opera House is to generate, promote, and support interest in the arts and provide arts experiences in Spring Grove, Minnesota and the surrounding areas.

Responsibilities

The administrator is responsible for the management of YOOH business needs under the direction of the Board of Directors.

Responsibilities may include:

- Clerical work
- Organizing and overseeing fundraising efforts
- Coordinating advertising and press releases
- Attending monthly YOOH board meetings
- Working closely with the director and producer of each production

Requirements

- Proficient in the use of Google Docs
- Strong organizational and communication skills
- Familiarity with the people of the Spring Grove area or a willingness to make connections

Compensation and Hours

Compensation is \$300 per month for approximately 15 hours of work. The administrator is paid as a contractor and has no set hours during which to complete tasks but will be expected to report and detail working hours and project statuses to the YOOH board during monthly meetings or to individual YOOH board members as needed. This is a fully remote position for which the administrator shall supply necessary computer and internet resources.