



NAPA VALLEY  
EDUCATION  
FOUNDATION

## Music Connection Office Manager

### **Position Description:**

Reporting to the NVEF Programs Director, the Music Connection Office Manager is responsible for implementing the Napa Valley Education Foundation's Music Connection program. The Music Connections rents instruments to more than 900 students per year, focusing on serving low income families. The program also supports the school music instruction by providing camps, clinics, repairs and more throughout the year. The Manager will be responsible for daily operation and management of the Music Connection, including day to day operations, account maintenance, customer service and instrument repairs and maintenance.

### **Hours & Pay:**

This position starts at \$20/hour. The hours are 1:00-5:00pm Monday - Thursday and some weekends.

### **Specific Duties:**

- Oversee all Music Connection program components including: music festivals, rental clinics, daily office hours, new musician workshops, tutoring connections, concerts, and helping to organize honor groups and camps.
- Offer exemplary customer service when providing program services.
- Maintain customer accounts. Keep up to date accounts receivable and payable. Conduct financial business under the supervision of the Programs Director and using policies that ensure funds are properly tracked for budget and audit purposes.
- Help to organize the purchase, maintenance and repair of instrument inventory.
- Represent The Music Connection in a positive manner in all communications with parents, students, and at district and community meetings and events.
- Perform other duties as assigned including helping with organization fundraisers.

### **Qualifications:**

- Three years of experience in program management. Experience in music, education, retail or nonprofit work is preferred. Experience working with individuals from diverse cultural, ethnic, economic, educational, age and gender backgrounds is desired. Bachelor's degree (MA/MBA preferred) in communications, human services or related field.
- Excellent oral and written communication, problem solving, time management, organizational, supervisory, multi-tasking, delegation, leadership, meeting facilitation, project management, administrative and analytical skills.
- Knowledge of Microsoft Office and Quickbooks preferred.
- Experience working in an educational setting preferred.
- Proven effectiveness leading large campaigns and events.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to the NVEF mission.
- English/Spanish preferred.

To apply:

Please send a resume and cover letter to [jobs@nvef.org](mailto:jobs@nvef.org).