

Job Title: Office Manager

Location: Pearson Lakes Art Center, 2201 Hwy 71, Okoboji, IA 51355

Job Type: Full-Time

Position Overview

The Pearson Lakes Art Center Office Manager is the face of our organization, playing a key role in greeting and assisting the public both in person and over the phone. This position is responsible for managing the Art Center's membership program, processing daily transactions, entering and managing all classes and performances in Total Info software, and ensuring smooth daily operations within a dynamic, creative environment.

Key Responsibilities

- Serve as the first point of contact for visitors, members, and callers
- Provide exceptional customer service and information to the public
- Answer and direct phone calls, manage email and front desk communications
- Manage the Art Center's membership program, including renewals, database updates, and member inquiries
- Assist the public in signing up for education classes, culinary classes and purchasing theatre performance tickets.
- Work directly with the CFO to process all donation receipts
- Process and balance daily transactions
- Coordinate and enter all classes, events, and performances in Total Info software
- Order and stock all office supplies
- Schedule and supervise part-time box office staff assistants
- Maintain organized front desk and lobby area
- Assist with administrative tasks as needed

Required Skills & Qualifications

- Friendly, professional, and welcoming demeanor
- Strong organizational and multi-tasking abilities
- Excellent verbal and written communication skills
- Proficient in computer use, including data entry and software management
- Prior experience in a customer-facing role preferred

Working Conditions

- Full-time, on-site position
- Schedule:
 - 4 days/week from **Labor Day through Memorial Day**
 - 5 days/week from **Memorial Day through Labor Day**
- Physical requirements include:
 - Standing to greet customers
 - Lifting up to 10 lbs. as needed

Reporting Structure

- Reports to: Executive Director
- Supervises: Part-time box office staff assistants

Compensation & Benefits

- \$39,000-\$45,000 per year based on experience
- Retirement plan
- Paid time off
- Health insurance reimbursement program

How to Apply

Please email your resume and up to three references to **director@lakesart.org**, or drop them off at:

Pearson Lakes Art Center
2201 Hwy 71
Okoboji, IA 51355

Or mail to:

Pearson Lakes Art Center
PO Box 255
Okoboji, IA 51355