



The Vail Jazz Foundation, Inc.

Open Position: Administrative Coordinator

Reports to Education and Events Manager

Part-Time Permanent, 24- 32 hours per week

Vail Jazz produces summer and winter music festivals and award-winning educational programs serving national and local communities.

The Team Culture:

The team at Vail Jazz is a tight group of passionate individuals with diverse experiences and interests working together toward the mission. We depend on each other and are looking for a teammate that shares our commitment to the following:

- Energized collaboration
- Work hard and have fun
- No job too small

The Job:

The Administrative Coordinator role assists the management team with day-to-day administrative activities.

Duties:

- Bookkeeping (posting checks, paying invoices, recording debits and credits, etc.)
- Front Office Administration (renewing annual registrations and filings, checking mail, tax preparation support, answering phone calls, responding to emails and voicemails, office vendor support, etc.)
- Manage overall office organization – (Basic cleanliness and organization - Supplies, printing materials, trash, technology, order, restock and replenish – pens, pencils, paper clips, post-it notes etc.)
- Database Administration (entering customer information, editing duplicate accounts, etc.)
- Ticket sales (process ticket orders, qualify orders, print tickets/door lists, print seat labels)
- Volunteer support (volunteer engagement, communications, scheduling, name tags, etc.)
- Other related duties as assigned by Managers

Requirements

- 2+ years experience in customer service-related fields preferred.
- Comfort with various technologies, including GoogleApps, Salesforce.com, Microsoft Office, and POS Systems.
- Ability to work in Minturn office location during normal business hours.

Skills

- Strong writing, speaking, and interpersonal skills to communicate effectively.
- Organizational skills. Ability to self-manage and stay the course.
- Strong work ethic, flexibility, and a hands-on approach to responsibility.

Compensation and Benefits:

- Part-time, up to 32 hours per week, flexible schedule.
- Hourly pay range: \$25-\$28/hr depending on experience.
- Benefits outlined in [Employee Handbook](#)



The Vail Jazz Foundation is an Equal Opportunity Employer, our organization agrees not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age. In other words, an Equal Employment Opportunity is given to everyone when they're considered for various employment decisions and receive fair, unbiased treatment in the workplace.