Job Description
American Dance Festival, Inc.

Full-time year around
(non-exempt)

Position Title: Executive Assistant and Office Manager

Reports to: Executive Director and Director of Finance and Administration

Job Summary: Provide administrative support for Executive Director. Ensure that the office operates efficiently and smoothly. Assist with coordinating ADF’s intern program. The ideal candidate is self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced environment.

Qualifications: Bachelor’s degree, work experience in an administrative/office management role preferred. Must have exceptional attention to detail, strong organizational and time management skills, and ability to prioritize. Excellent written and oral communication and interpersonal skills and strong problem-solving skills. Must be proficient with Microsoft Office and Google products.

Responsibilities include but are not limited to the following:

Assistant to the Executive Director
• Assist with correspondence and arranging meetings and performance tickets.
• Arrange travel and prepare Itineraries for all trips.
• Maintain the Executive Director’s daily calendar.
• Prepare expense reports.
• Assist with general research and administrative support.

Office Manager
• Answer multi-line telephone system, direct calls, and check voicemail.
• Supervise work-study scholarships students and any staff assigned to reception.
• Oversee general ADF email account.
• Open and sort mail.
• Oversee office supply inventory and orders.
• Serve as primary contact for office copier, troubleshoot, and order supplies.
• Process credit card transactions for donations, merchandise, and other miscellaneous charges.
• Prepare daily cash reports and take them to the bank to be deposited.
• Organize office parties.
• Responsible for the ADF telecommunications system, including, but not limited to, troubleshooting computer software and hardware issues and serving as the liaison with
NetFriends (IT support company), assessing overall staff computer needs, and assigning computers for the summer.

**Annual Move To/From ADF Summer Offices**
- Responsible for organizing and overseeing all aspects of the move.
- Make arrangements with TROSA (moving company) for move to and from summer offices.
- Make arrangements with Hendrix Business Systems to move the Xerox copier.
- Work with Director of Finance to prepare and finalize the summer office furniture chart.
- Assign and prepare computers for the move to the summer offices and back into storage at the end of the summer season.
- Coordinate with NetFriends and configure all computers in summer offices.
- Coordinate with Duke OIT for any phone and data connections needed in summer offices.

**Intern Program**
- Work closely with the Director of Finance and Administration regarding all aspects of the intern program.
- Update applications and send around descriptions for the ADF staff to update.
- Responsible for all aspects of the intern webpages.
- Work closely with the Graphic Designer and Director of Communications & Marketing to keep website current and to create and mail the intern poster for the upcoming season to over 900 colleges and universities.
- Act as primary contact person for all inquiries and ensure that interested parties are entered into the database to receive email updates.
- Process applications as they arrive, keep the notebook organized, and communicate with staff regarding any concerns.
- Prepare and send out Welcome Packets via email, including all letters of agreement and financial information, keep interns updated regarding housing, answer questions as they arise.
- Coordinate, with the Director of Finance & Administration, the intern orientation and welcome activities.
- Discuss and implement new ideas regarding the intern program.