



## Office and Operations Administrator Job Opening

The Delphi Opera House, Inc. is an Indiana non-profit 501(c)(3) whose mission is to preserve and operate a restored historic building as a facility and performance center to offer civic, arts, educational programs and services to the community and region.

Delphi Opera House is seeking an individual who is a self-starter, motivated and enjoys working independently of onsite supervision. This position is part time and will support the various functions of the Opera House including customer service, clerical and administrative needs as well as assuring the facility is prepared for the upcoming schedule of events.

### **Qualifications and Responsibilities:**

Ability to implement standard office procedures/practices and able to operate office equipment.

Computer skills, proficient with MS Office applications.

Excellent verbal and written communication skills

Ability to learn the CRM / ticketing system to effectively assist patrons with box office functions.

Maintain the event calendar

Disseminate phone messages and mail to the appropriate persons.

This job description is intended to be complete only to the extent of listing the principal duties and responsibilities of the job. It should not be construed as to limiting the miscellaneous functions that may be called upon to perform the duties of the job.

### **Work day:**

Part Time, 16 to 30 hrs. per week. Some weekend and evenings may be required.

### **Compensation:**

Hourly. Commensurate with experience.

The Delphi Opera House, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Delphi Opera House, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.