

JOB POSTING: Office Manager



THE OPPORTUNITY

The **Office Manager** provides essential administrative, communication, and operational support to ensure smooth daily functioning of Icicle Creek Center for the Arts (ICCA). As the first point of contact for visitors, callers, and general inquiries, this position plays a key role in creating a welcoming environment and maintaining the professionalism and efficiency of the organization. The ideal candidate is friendly, organized, detail-oriented, and adaptable—comfortable managing a wide variety of administrative tasks in a dynamic arts nonprofit setting.

Key Responsibilities

Front Desk - Serve as the welcoming face and voice of ICCA, ensuring positive interactions with the public and smooth communication across all channels. Manage general inquiries, direct communications appropriately, and support consistent internal and external information flow, including maintaining accurate public-facing information.

Office Administration - Oversee daily administrative operations to maintain an efficient, organized, and well-supplied office. Coordinate with vendors and service providers, manage office systems and equipment, and support staff needs to ensure a professional and functional work environment.

Data & Database Management - Maintain accurate and up-to-date organizational records, including contact lists and donor information. Generate reports and support data integrity to inform decision-making, outreach, and fundraising activities.

Finance & Donations - Support financial administration by assisting with donation processing, recordkeeping, and basic accounting functions. Ensure accurate tracking of contributions and timely donor acknowledgments to strengthen donor relations and organizational accountability.

Communications Support - Assist with outreach and communications efforts by preparing and organizing mailings, coordinating contact lists, and supporting marketing and community engagement initiatives that promote ICCA's programs and mission as well as maintain up to date information on website.

Program Support - Assist with "all hands" support as needed. The "all hands" concept involves actively participating in different roles and pitching in when asked. It includes being an ambassador for the organization, assisting with events, general office management, and providing staff support when needed. It emphasizes collaboration among coworkers and community partners.

REQUIRED QUALIFICATIONS INCLUDE

- A collaborative working style that thrives in a fast-paced, dynamic environment.
- Enthusiasm for establishing relationships.
- Knowledge and familiarity with the Upper Valley, Chelan, Douglas, Okanogan communities.
- Cultural competency, and a commitment to inclusive and anti-racist practices.
- Demonstrated integrity and the ability to exercise confidentiality and sound judgment.
- Excellent written and oral communication skills.
- Comfortable with MS Office, QuickBooks, and other general office and productivity software.
- Ability to work nights and weekends, as needed.

DESIRED QUALIFICATIONS INCLUDE

- *Experience with a CRM or donor management software. (PatronManager in particular).*
- *Education in Arts Administration, Nonprofit Management or applicable field, BA or MFA.*
- *Spanish speaking a plus.*

COMPENSATION

This position is hourly. Wage is commensurate with experience, in the range of \$25-\$30/hr DOE starting at 25 hrs/wk with the potential to grow to full time. Benefits can include health, dental, vision, paid ongoing education and PTO.

TO APPLY

Please send your cover letter and resume to Executive Director Monica Miller at monica@icicle.org Please put "Office Manager – Candidate Last Name" in the subject line. Incomplete applications will not be considered. Please, no phone calls.

Applications will be accepted on a rolling deadline, with consideration beginning immediately.

We will look for the successful candidate to begin work immediately.

WHO WE ARE

Icicle Creek Center for the Arts produces unforgettable arts and education experiences, welcoming a diverse mix of world-class and regional talent from all artistic disciplines to our 13-acre campus in Leavenworth, WA. Three gorgeous performance venues, cabins, and rehearsal spaces are busy throughout the year, creating an awe-inspiring home for classical music, concert dance, live theatre, film screenings, educational camps, concert series, and artist residencies.

ICCA has an ambitious strategic plan to expand both artistic programming and educational activities, leveraging key regional and community partnerships to grow both the quality and capacity of the experiences we offer. The idea or sense of "space" is integral to the identity of the organization, and all our programming is inherently tied to the mountains, rivers, and trees that shape our home along with the seasons that guide us through the year.

Leavenworth, WA is a charming "Bavarian village" located within an easy drive of Seattle, with Portland, Spokane, and Vancouver BC just a few hours further afield. A year-round tourist destination, Leavenworth is nestled in the foothills of the Cascade Mountains and boasts incredible outdoor recreation, a growing arts & culture scene, and was recently named the "#1 Christmas Town" in the nation. Local residents enjoy a "small town" community and pace of life, but with easy access to the benefits of Seattle – including world-class arts organizations, several extremely successful professional sports teams, a thriving restaurant scene, and one of the most active outdoor recreation communities in the world.

icicle.org ||| leavenworth.org

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ICCA is committed to an anti-racist practice rooted in equity, diversity, inclusion, and accessibility. We are proud to be an equal opportunity employer. BIPOC individuals (Black, Indigenous, and People of Color), women, gender nonconforming folx, and people with disabilities are encouraged to apply.