



JOB APPLICANTS:

Send a cover letter, work experience resume and three references to: judy@ahhaa.org

Position open until filled.

We are looking for a hardworking, competent, meticulous and joyful employee to join our staff. Interviews will start right away. Thank you for your interest in working at Ah Haa!

AH HAA SCHOOL FOR THE ARTS

Job Description:

Registration and Data Systems Manager

Reports to: Executive Director

Supervises: Summer Front Desk Employee

Collaborates With: Youth Program Coordinator (YPC), Assistant Director (AD), Adult Program Coordinator (YPC), Marketing and Special Events Coordinator (MSC), AAB Managing Director

Overview of Responsibilities

The Registration and Data Systems Manager (RDSM) of the Ah Haa School manages all of the computer and data systems of the school related to course offerings, exhibitions, special events, fundraising, tuition assistance and more.

Specific tasks include inputting data and managing Ah Haa's registration system, student and attendee database, curriculum database, contributor database and auction database, as well as maintaining and inputting all information on Ah Haa's website. Additionally, the RDSM will assist the rest of the staff with numerous administrative tasks, such as classroom set-up and breakdown, marketing, special events, exhibitions, fundraising, facility maintenance and more. Additional tasks may be added depending on employee's skills and interest.

Qualifications

The successful candidate will preferably have previous experience working with, managing and inputting large amounts of data and be comfortable learning new computer programs. It is essential that this person is meticulous, highly organized and detail oriented. Candidates must enjoy working in a fast-paced environment, interacting with numerous people every day, have a love of the arts, and enjoy being part of a collaborative team. Additional preferential skills include writing, working with budgets and financial statements, facility maintenance, and social media experience. The ideal candidate has an open and flexible nature, a sunny disposition, likes people, and believes in the power of art.

JOB RESPONSIBILITIES

REGISTRATION

- Input registration data into online registration system (ACTIVE) and keep updated and accurate;
- Input contact data from ACTIVE into Database;
- Manage all registrations;
- Communicate with students regarding payments, materials, cancellations, class requirements, etc.;
- Keep staff informed of class status, postponements, low enrollment, etc.;
- Assemble Class Folders (Class Check-In Report, Liability Waiver & Building Procedures);
- In summer, train/supervise front desk/registration employee who will handle all registrations, answer phones, register students, create class lists, etc. ;
- Prepare bi-monthly registration reconciliation reports;
- Track & apply tuition assistance as needed;
- Review student accounts receivable for collections;
- Track work-study students.

MAINTAIN WEBSITE

- Keep website data current and accurate, input classes, update calendar, make sure all links work, trouble shoot, etc.;
- Keep AAB website up to date and input classes;
- Create all online forms;
- Work with programmer/designer on website development, as needed;
- Monitor Google Analytics.

FILEMAKER DATABASES

- Maintain efficient, accurate databases, including Ah Haa Contacts, Auction, Curriculum, Exhibition, and Contributor databases;
- Oversee all data entry (contact information, auction donations, cash and in-kind donations, etc.);
- Generate mailing lists, email lists as needed;
- Oversee staff use of database to maintain accuracy and consistency;
- Generate course results and statistics from curriculum database and ACTIVE.

AUCTION/FUNDRAISING

- Oversee ticket and online sales;
- Oversee attendee and purchaser data systems, input data to FileMaker;
- Post-auction reconciliation, donors and purchasers;
- Keep track of all donor data and information—special events, capital campaign, etc.;
- Thank you letter generation;
- Work with ED to gather grant & demographic statistics.

EXHIBITIONS

- Organize artist submissions and images;
- Create Flickr files for judges;
- Upload images to Website as needed;
- Update databases with artist contact info.

POINT OF SALE

- Manage online donations;
- Assist with in-person/front desk sales;
- Represent Ah Haa classes & programs to visitors and potential students.

SYSTEM PROBLEM SOLVER

- Work with staff to create and manage efficient systems for running the school, including but not limited to: registration; scholarships; internship program; mailing list/database of students, donors faculty and artists; website development and use; marketing strategies; server management; and more.

ENTHUSIASTIC STAFF MEMBER

- Develop program ideas with staff related to classes, exhibitions, fundraising, special events, marketing, and all other aspects of the Ah Haa School;
- Address problems, complaints and concerns of all constituents in friendly, professional manner, striving to find win-win solutions that will result in a positive Ah Haa experience;
- Enthusiastically and knowledgably articulate Ah Haa programs and services;
- Contribute to building a high-performance, collaborative, constructive team;
- Participate in bi-monthly Board of Directors meetings;
- Help address facility-related emergencies (i.e., frozen pipes, fire, heat loss, snow removal, grounds maintenance, septic system maintenance, etc.), when necessary.