

Squeaky Wheel

Position Posting: Interim Office Manager - Part Time

Squeaky Wheel Film and Media Art Center is looking for an experienced Office Manager to support the organization while the Executive Director is on leave, October '23- February '24. The Office Manager will be responsible for administrative and financial operations, and maintain communication with the board of directors.

Interim Office Manager - Responsibilities:

- Quickbooks accounting and reporting
- Work with Bookkeeper to categorize expenses and payments, pay bills
- Coordinate insurance for staff
- Approve timesheets
- Develop the annual appeal letter and mailing in coordination with the board and staff
- Maintain communication with board of directors and share direction with staff
- Compile and present a report of organizational activities at monthly board meetings
- Coordinate organizational operations with staff
- Provide support to education, exhibition and technical staff as necessary
- Other duties as needed

Skills & Experience:

- 3+ years of office experience
- Excellent written and verbal communication skills
- Knowledge of quickbooks online and quickbooks reporting
- Ability to work effectively both independently and as a part of a team
- Highly organized
- Exemplary people skills
- Proficiency in Microsoft Office
- Experience and interest with databases or CRMs; Salesforce knowledge a plus.

Compensation

Hourly rate for 10-12 hours per week, \$20-\$30 per hour range.

Film & Media
Art Center

2495 Main St Ste 310
Buffalo, NY 14214

squeaky.org
(716) 884-7172

Equal Opportunity Employer

Squeaky Wheel is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

About Squeaky Wheel | Buffalo Media Resources:

Squeaky Wheel is the only organization in Western New York with programming entirely dedicated to media arts. Squeaky Wheel collaborates with other cultural organizations, institutions, and schools throughout the city. The organization's long-standing history of providing community-based media art related programs has established an expansive network of national and international artists, scholars, and media arts practitioners. Squeaky Wheel's mission continues a legacy of innovation in media arts through access, education, and exhibition.

Squeaky Wheel centers diversity, equity, access, and inclusion in the work we do and the people we serve. This commitment is reflected in our hiring practices, board recruitment, programming, and the communities with which we work. We strive to listen to those impacted by racial, economic, and environmental injustice, in order to learn how we might help support our communities better.

HOW TO APPLY

To apply for this position, submit cover letter and CV/résumé by September 5, 2023 to hiring@squeaky.org

The start date for this position is October 2, 2023; applications will be reviewed on a rolling basis until the position is filled.