DANCE MASTERS OF WI, INC

Business Manager Application

Deadline: December 16, 2019

DMW is seeking to hire an individual who works well with others, has a positive outlook, and has an appreciation for the arts. Hours are flexible, however more demanding during workshop season. Expectations can be found on the following page.

NAME _____

ADDRESS _____

PHONE CONTACT: _____

EMAIL CONTACT _____

Please indicate which programs you have working knowledge of:

___ Microsoft Word ___ Excel ___ Publisher ___ Adobe InDesign
___Google Docs ___ Dropbox ___ Data Base Entry Work ___ Mail Merge

Do you have any office experience? If yes, please list below.

_____
_____
_____
_____

In a few words, tell us why you feel you are a good match for DMW.

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_____
_____
_____

Please provide two references along with contact information.

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_____
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Application can be mailed to: Sue Girten, 208 Lakeview Rd., Hustisford, WI 53034 OR email to: smgirten@hotmail.com

DMW Business Manager
Duties and Expectations

This position is considered a year-round position with an annual salary (paid quarterly) which is evaluated at the end of each year. The heaviest workload is prior to our workshops. The purpose of this position is to be of assistance to the Secretary, Treasurer and Educational Director. There are times when you may be called upon by the President for special tasks.

Duties shall include (but not limited to):

- Creating, printing and mailing of the Newsletters (fall, winter, spring)
- Creating, printing and mailing of the workshop brochures/flyers (Oct., Nov., Feb.)
- Compiling and printing of faculty notes (Oct., Nov., Feb.)
- Send out dues notices
- Keep a current membership list; send an electronic copy to the Board Members and Assistants each year; general membership may request a copy each year. A hard copy is printed for each member the second year of presidency. (November 2014)
- Maintain a data base (members and non-members) as a mailing list
- Mail dues statements, collect and record dues payments
- Receive the workshop registrations; writing receipts and making bank deposits
- Keep detailed record of registrations (financial breakdown, number of attendees in each room, lunch count, etc.)
- Prepare registration envelopes for workshops (include receipts, faculty notes, lunch tickets, wristbands and badges)
- Prepare additional materials needed for workshops (observer badges, door signs, prepare bulletin board with workshop information)
- Contract Vendors for workshops; Oct., Nov., Feb.
- Sending cards/flowers when necessary through the Sunshine Fund
- Handle phone calls and emails and follow through

It is important to be available during daytime hours. Most people call during the late morning and early afternoon. You are expected to document accurate accounting procedures, track your hours for Board review and work in cooperation with all officers not, as an independent.