House of Blues Music Forward Foundation
Office Administrator

About Us:
Music Forward transforms young lives, inspires careers and champions a more inclusive music industry. Focusing on young people ages 12-22 in under-represented communities, Music Forward sets the stage for success by providing workshops and showcases to inspire the next generation of music industry leaders and innovators. Learn more at www.hobmusicforward.org.

The Job
The Office Administrator is a full-time, non-exempt position that improves the efficiency of the Music Forward team. The Administrator assists the executive team with scheduling, travel, and expenses; provides reception services and office management duties for the Los Angeles office (“home office”); and provides administrative project support across departments, managing digital and physical assets, assisting with recruitment and other HR activities, and assisting with event research and execution. The Administrator is well-organized, has excellent attention to detail, is customer service oriented, proactive and a problem-solver. The Administrator will report to the Director of Operations, and is based in Los Angeles, CA.

Details
- **General administrative and event assistance** across departments that includes scheduling, communicating logistics, compiling materials, and recording data. Also manages administrative projects and provides event support.
  - **Operations** support includes coordinating state registration approval and signature processes; Board meeting scheduling and materials preparation; audit and filing of HR documents; filing accounts payable and receivable approval and back-up documentation; managing vendor W9s and contracts; pulling requested data for annual audits; managing paper and digital files according to the Records Retention Policy; keeping constituent records updated in Salesforce.
  - **Marketing** support includes documenting and compiling historical collateral; ordering, and maintaining inventory lists of marketing materials; supporting collection, organization, and dissemination of marketing (digital and physical) assets
  - **Event support** such as researching, booking, and negotiating venue space, catering, and technical resources; requests certificates of insurance; picks up items; supports planning and execution of staff retreat; recruits administrative volunteers to support preparation for events.

- **Executive support** including booking and confirming appointments, meeting space, and related materials; researching and booking travel; managing expenses; recording and distributing meeting notes; recording contact data.

- **Office Management** for the Los Angeles office including reception services; updating contact lists; liaising with LNE and building Facilities; keeping the Los Angeles office organized.

- **Intern, new hire, and administrative volunteer recruitment and onboarding support** including posting job descriptions; coordinating orientation trainers and rooms and driving onboarding schedule; requesting IT onboarding support and ensuring IT set-up for each staff member; providing onsite tours
• Additional duties as assigned

Qualifications
• Strong administrative and organizational skills
• Excellent attention to detail
• Able to manage projects while simultaneously managing multiple ongoing tasks
• Sound judgment
• Ability to work independently
• Ability to work with diverse groups of people
• Proactive and excellent follow-through
• Positive “can-do” attitude
• Excellent verbal and written communication skills
• Proficiency in Microsoft Office
• Salesforce/Patron Manager experience preferred

Music Forward is an Equal Opportunity Employer.

This is a full-time non-exempt position. Excellent full-time employment benefits include 100% employer paid medical, dental, vision, life and disability insurance plans, 401k matching program, paid parking, tickets to live entertainment events, and access to discount perks and pre-tax accounts (health, dependent care, transportation).

To apply:
Email your resume, cover letter, and three professional references to jobs@hobmusicforward.org. Subject: “Office Administrator – Your Name”

Music Forward is an Equal Opportunity Employer. We do not discriminate in recruitment, hiring, training, promotion or any of employment practices for reasons of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.