

DACAMERA

| Transformative Musical Experiences

Job Title: Office Operations Administrator
Status: Regular, Full-time, Exempt
Reports To: General Manager

OVERVIEW

DACAMERA, Houston's premier presenter and producer of chamber music and jazz, is accepting applications from qualified individuals for the position of **Office Operations Administrator**. This position plays a key role in delivering the organizational mission *to inspire individuals and enrich communities through diverse and inventive musical experiences*.

THE ORGANIZATION

Since 1987, DACAMERA has presented and produced chamber music and jazz performances of the highest caliber. Led by Artistic Director, pianist Sarah Rothenberg, DACAMERA is nationally recognized for its innovative and dynamic approach to programming. Each season, the world's most celebrated musical artists perform on DACAMERA's mainstage concert series at the Wortham Theater Center, Hobby Center for the Performing Arts, and the Menil Collection.

Committed to the belief that an arts organization should play a leading role in improving society through community engagement, DACAMERA impacts Greater Houston through hundreds of educational and community events each season. The driven and supportive members of the DACAMERA staff work collaboratively to realize the organization's vision: *lives changed through music*.

Building on its artistic mission, DACAMERA recently launched DACAMERA Editions, a record label dedicated to the distribution of the distinctive mix of new works, surprising juxtapositions, and diverse musical styles that define the organization.

POSITION SUMMARY

The Office Operations Administrator is a detail-oriented, service-minded professional who supports the smooth day-to-day functioning of DACAMERA's administrative and operational activities. This role is central to maintaining efficient office operations and ensuring that internal systems, communications, and logistics run effectively across departments.

As a key member of the DACAMERA team, the Office Operations Administrator provides support in areas including office coordination, basic financial processing, board and meeting logistics, data entry and maintenance, and patron-related transactions. The role requires strong organizational skills, discretion, and the ability to manage multiple routine tasks with accuracy and consistency.

This position offers an opportunity to gain hands-on experience in nonprofit arts administration within a collaborative and mission-driven environment.

The role requires occasional evening or weekend availability.

PRIMARY RESPONSIBILITIES

Administrative and Office Operations

- Serve as front desk administrator, managing incoming calls, mail, deliveries, and general office communications.
- Maintain office organization, including supply inventory, storage areas, hospitality supplies, and meeting materials.
- Coordinate office equipment, facilities, and IT support needs with external vendors and service providers.
- Support daily administrative operations, including calendar management for organizational events, meetings, and concerts.
- Liaise with property management, cleaning services, internet providers, and other facility vendors to ensure smooth office functioning.

Financial and Transaction Support

- Process administrative invoices, bills, and check requests, ensuring accuracy and timely payment.
- Support Accounts Payable and Controller functions using BILL.
- Handle ticketing- and donation-related transactions, including checks and credit card processing, with attention to confidentiality and accuracy.
- Track incoming checks and maintain accurate financial logs in accordance with established procedures.
- Assist with reconciliation and documentation of organizational credit card (“Ghost Card”) expenses.

Governance and Meeting Support

- Support scheduling and logistics for Board meetings, including calendar coordination and quorum tracking.
- Assist in the preparation of meeting materials, coordinate room setup and audiovisual needs, and ensure smooth meeting execution.
- Record and distribute minutes for staff and Board meetings as requested.

Data and Cross-Department Coordination

- Support maintenance of the internal data dashboard, ensuring information is updated and accessible.
- Assist with ticket sales, exchanges, and patron service coordination as needed.
- Support fulfillment of DACAMERA Editions orders, including basic coordination of inventory and shipping.

SKILLS AND BACKGROUND SOUGHT

- Bachelor’s degree or equivalent professional experience.
- Experience in performing arts, arts administration, or production environments preferred.
- Strong organizational skills with exceptional attention to detail.
- Excellent written and verbal communication skills; proactive, resourceful, and self-directed.
- Ability to engage professionally and diplomatically with staff, artists, donors, Board members, and patrons.
- Comfortable working both independently and as part of a collaborative team environment.
- Proficiency with BILL, Microsoft Office Suite, and Outlook.
- Interest in the performing arts and nonprofit mission-driven work strongly preferred.

Note: We understand that some candidates may hesitate to apply if they feel they don’t meet every listed requirement. DACAMERA is committed to fostering a diverse and inclusive environment and encourages applications from candidates of all backgrounds, experiences, and abilities.

COMPENSATION

The starting salary range for candidates who meet the minimum requirements of the position is \$43,000 - \$48,000. DACAMERA offers a comprehensive benefits package for full-time employees, including:

- Employer-paid individual health, dental, and vision insurance.
- Employer-paid life insurance.
- Generous paid time off, including vacation, wellness days, and paid holidays.
- 403(b) retirement plan with employer match.
- Scheduled work-from-home opportunities.
- Reduced working hours during the summer.

COMMENCEMENT DATE

Monday, July 6, 2026, or candidate's earliest availability.

APPLICATION DEADLINE

5:00 p.m. CT on Wednesday, June 24, 2026

TO APPLY

Interested and qualified applicants should submit a cover letter, résumé, and contact information for two (2) professional references to:

Brandon Bell, General Manager
bbell@dacamera.com

DACAMERA is an equal opportunity employer.