



<b>Job Description</b>
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**Instrument Rental Office Manager  
Halifax All City Music**

**Specific Job Components:**

- (a) Maintain an up to date inventory of instruments using MS Excel;
- (b) Prepare and process forms such as rental contracts, renewals, exchanges, repair authorizations;
- (c) Order strings and supplies, arrange for repairs and routine replacement of cases, bows, instruments as needed. Advise Department Head on priority list of budget items;
- (d) Keep accurate records of financial transactions. Work according to Board policy in all matters relating to money;
- (e) Work with parents/ guardians and teachers to solve problems related to rental instruments;
- (f) Maintain professional relationships with string teachers to support their needs;
- (g) Keep the Rental Office in a neat and organized condition;
- (h) Perform minor instrument repairs as needed (changing strings, cleaning, adjusting bridge placement, re-drilling peg holes);
- (i) Assess major instrument repairs and contact appropriate repair person;
- (j) Ensure that invoices from the Rental Office are paid in a timely manner.

**Qualifications:**

- (a) Knowledge of MS Word and Excel programs
- (b) Demonstrated ability to maintain a filing system for office records
- (c) Knowledge of string instrument care and maintenance
- (d) Ability to communicate effectively in dealing with the public and colleagues
- (e) Ability to maintain confidentiality
- (f) Ability to maintain an organized workspace.

**Hours:**

Wednesdays 4:00-6:30 & Thursdays 4:00-6:30. Hours may increase during peak periods.