



Office Manager

Pinnacle Productions, Inc. is currently hiring a part-time Office Manager with the potential for full-time employment. This position will report directly to the C.E.O. of the company. The position is available to start immediately.

The ideal candidate will be highly organized, outgoing, friendly and patient.

Hours & Scheduling

- Flexible based on candidate's availability
- Suggested schedule: Monday – Friday with 4 hour – 6 hours daily
- 20-30 hours a week part-time with the potential to grow into a full-time position

Duties | Front Office

- Answering and directing phone calls
- Greeting customers
- Weekly cleaning, organization and general upkeep of office
- Responsible for running company errands

Duties | Administrative

- Scheduling meetings
- Manage employee calendar
- Emailing event inquiries
- First point of contact for customers
- Electronic organization of contracts and client correspondences in Pinnacle's online customer relationship management (CRM) software
- Basic bookkeeping and invoicing within QuickBooks and Pinnacle's online CRM software.

Other Opportunities

Based on the candidate's skill set and interest, other roles and opportunities can be created. Such opportunities could include:

- Social media management
- Event marketing
- Event management
- Photo booth attendant (weekends)
- Audio Visual technician
- Event performer as a DJ or MC

Salary & Benefits

- Salary and/or hourly wage to be discussed. Health insurance is an available option for full-time employees

How to Apply

To apply for this position please email your resume to info@pinnacleprodj.com.



About Pinnacle Productions, Inc

Pinnacle Productions is an award-winning event entertainment and audio-visual production company based in Sioux Falls, SD. Our home is located at 121 S Williams Ave near 12th/Kiwanis with a 4,000sq foot office and warehouse.

We currently employ five full-time staff members in our office and twelve additional part-time employees.

Each year we provide our services at over 1,000 events in the Sioux Empire.

Our core services include:

- Event DJs for weddings, corporate parties, private events and nightlife
- Photo booths for private events
- Audio, lighting and video equipment for corporate and live music clients