

## Office Manager Job Description

The position of Office Manager at Electric City Playhouse is a part-time, hourly position of support for the artistic endeavors of the theater and is responsible for the day-to-day business affairs of the theater. The Office Manager reports to the Board of Directors of Electric City Playhouse through the President. The position holder's performance shall be subject to review by the Executive Committee. These reviews will be quarterly the first year and annually thereafter.

### General Qualifications:

The Office Manager of Electric Playhouse must be a person with good organizational and administrative skills and the ability to handle details. This person must also have outstanding interpersonal and customer service skills in order to effectively interact with a variety of individuals and groups. This person must be self motivated and organized.

### Specific Qualifications:

1. skills in Microsoft Office (Excel, Word, Outlook, and Mail Chimp) & Quickbooks
2. capacity to successfully operate office equipment (copier, fax, telephone and credit card machine)
3. capacity to maintain Electric City Playhouse website (Wordpress) and social media
4. Have good communication skills

### Duties:

- The Office Manager shall manage the daily operations of the theatre, including but not limited to:
1. Maintain the operational readiness of the physical theatre, including compliance with all applicable local, state and Federal regulations and maintain an inventory of all theatre owned equipment.
  2. Maintain supplies necessary to the general operation of theatre (office supplies, concession supplies, cleaning and bathroom supplies, etc.)
  3. Coordinate production and distribution of theatre printed materials, including but not limited to season brochures, Playbills/Showbill, posters, fliers, etc.
  4. Manage sales and records of season tickets
  5. Manage reservations for all theatre-sponsored productions
  6. Maintain a database of donors, members, volunteers and other lists as directed
  7. Assist the Treasurer in the preparation of financial documents including but not limited to those required for funding sources plus quarterly and annual reports.
  8. Working with and supplying the accountant with information including weekly payroll and tax liability reports
  9. Update, moderate and post on social media sites (Facebook, Instagram etc.)
  10. Create, post and maintain a master calendar of current and upcoming performances and events
  11. Assist producers in the creation, posting and maintenance of production schedules. In consultation with the production committee, order scripts, apply for performance rights and process royalty payments. Return scripts and related materials in a timely manner.
  12. Maintain office hours as directed by policy of Board of Directors

13. In consultation with producers, board members and contract salesperson coordinate the timely production of playbills for theater sponsored productions and invoice for ads and sponsorships
14. Prepare and place all production related advertising and news releases as directed by Board of Directors
15. Maintain all correspondence for the theatre; file, record and deposit monies received and process invoices received by the theater in a timely manner
16. Maintain and coordinate volunteer schedules for theatre sponsored productions
17. Submit a written report of administrative activity status for each Board of Directors meeting
18. Ability to read, understand, and complete insurance paperwork, basic contracts, and grant applications with end of year filing.
19. Must work closely with the Board of Directors including the heads of all committee chairs
20. Perform any other duties as may be deemed necessary by the Board of Directors and directed by the President

The Office Manager is not eligible to participate in productions at Electric City Playhouse due to the fact that they are required to maintain the box office for every performance starting from 2 hours prior to the start of the show through intermission.

Hours of Work: 25 Hours weekly approximately

Box Office Hours are 1pm to 4pm Wednesday = 3 hours

Flexible hours for paperwork, errands, etc. = 20+ hours

Compensation: \$15 per hour Training will be provided.