



Office Manager

AT EAST VALLEY CHILDREN'S THEATRE

Description

The Office Manager will work in the front office to answer the phone, check-in classes, answer questions, and perform other administrative duties as assigned.

Purpose and Impact:

In order to keep EVCT running smoothly by handling the day-to-day administrative duties, the Theatre is in need of an Office Manager to do the jobs that need to be done on a daily basis.

Scope of Work:

The Office Manager (OM) would be the face of EVCT at the studio, being present when there are classes or rehearsals, checking in kids to activities, and gathering and creating or copying materials for these programs. He/She would be responsible for answering the phone, distributing information for the office, sort and distribute the mail, and answer questions about the organization and its programs. The OM would maintain membership lists, volunteer lists, season ticker holder lists, class, troupe, and camp lists, as well as the theatre's mailing lists and being responsible for all duties associated with them. In addition, this individual would schedule the studio and oversee its maintenance and cleaning, register and schedule the classes, troupes and troupe performances, and be responsible for distributing all the necessary paperwork and contact with parents. Finally, the OM would create and send out a monthly newsletter and assist other staff such as the Volunteer Coordinator and Outreach Ambassador Team with any materials needed.

Skills and Attributes:

Our Office Manager will need to be comfortable with technology, highly organized, friendly and personable, and possess exceptional diplomacy skills. He/She also needs strong communication skills, works well with people, punctual and reliable. Knowledge of EVCT is a must but can be taught, but previous experience in a similar-type setting would be desirable.

Timeframe/Schedule:

Eventually, we hope this position will be a part-time salaried job, but initially we need an individual to volunteer for one season (9-12 months).

Work Environment:

The OM will be working directly with EVCT's Artistic Director, as well as the Marketing team, Webmaster, and Board of Directors.

Work Space:

Work will be done at the EVCT office with Wi-Fi access, all necessary equipment (computer, printer, etc.), and EVCT phone to accomplish all duties.

Transportation:

Our office location offers abundant free parking and is conveniently located on bus lines, with direct connections to light rail and Superstition Springs transit center. Our office is ADA accessible.

Benefits:

Training will be provided by theatre professionals and the Artistic Director, with professional development classes available as needed. Free show tickets and discounts on classes will also be provided.