

# Stage Right!

## EMPLOYMENT OPPORTUNITY



### Job Category: Administrative Coordinator

Posted: October 6, 2021

#### Currently Seeking

Administrative Coordinator - Office Coordinator (Full-Time)

Flexible 40-hour work week, some evenings and weekends required

#### Overview

An Office Coordinator, or Administrative Coordinator, is responsible for managing office communications and facilitating key tasks and procedures. Their duties include maintaining a master schedule for the company and school of all meetings, events, outreach events, commitments, etc., maintaining the registration software for the school, placing orders for the company and interfacing with vendors when needed and directing both incoming and outgoing calls, emails, faxes and letters.

Office Coordinators perform a number of administrative support and customer service tasks to ensure efficient operation of their office environment. Specific duties and responsibilities may include:

- Answering phone calls, emails and other correspondence, transferring and dispersing messages as appropriate
- Greeting customers and visitors to the office, ensuring their needs are met and are connected with the right personnel
- Managing schedules for the performing arts school, theatre company, venues, events and outreach projects
- Monitoring and ordering inventory for office and school supplies
- Filing and organizing records, invoices and other important documentation
- Submitting work orders and scheduling repairs for general office space, the building grounds and equipment
- Ordering repairs for office equipment and maintenance, connecting with and vendors

#### What We're Looking For

- High school diploma or equivalent, with a suggested three years' experience in an administrative support type role.
- Experience in the arts is preferred, but not required.
- Ability to perform advanced functions in word processing, electronic mail/calendar, spreadsheet, presentation, and database softwares, and the ability to learn new software and technology quickly.
- Ability to use applicable MacOS, Google Suite, and Microsoft products.
- Working knowledge of business processes/procedures, with some basic accounting and financial principles/functions.
- Ability to analyze data and use basic reasoning skills, and contribute to high level administrative decisions.
- Strong organizational and communication skills.
- Strong interpersonal skills - ability to work collaboratively with others to achieve common goals.

#### Requirements

- Act 34 Criminal Clearance
- Act 114 FBI Clearance
- Act 151 Child Abuse Clearance
- Mandated Reporter Training
- Act 168 Sexual Misconduct/Abuse Disclosure

#### Submission

Please submit a resume and cover letter to [stagerightgbg@gmail.com](mailto:stagerightgbg@gmail.com). Be sure to include "Administrative Coordinator" in your subject line.

#### Equal Opportunity Employer

*Stage Right holds a strong commitment to inclusive education, training, and outreach which drives our hiring process. We are committed to providing equal access to all employment practices and actions without discrimination based on age, race, color, national origin, religion, gender, sexual orientation or identity, disability, veteran status or genetics. Persons with diverse backgrounds are strongly encouraged to apply.*