

POSITION DESCRIPTION

OFFICE MANAGER

REPORTS TO: Executive Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primarily functions as an assistant to the Executive Director and carries out the specific responsibilities assigned. Provides clerical and secretarial support in accordance with DTC policies and procedures and as directed by supervisor.

Serves as the receptionist to include answering the telephone and providing information to callers or routing calls, taking messages and greeting visitors.

Manages Box Office: Keeps record of flex pass, single tickets sales, and maintains the patron database. Makes reservations for dates and seating arrangement for ticketed productions and coordinates changes to reservations previously made both online in our ticketing system and in the office. Maintains master seating arrangements for performances. Manages and/or staffs the box office on nights of performances and logs receipts. Distributes the comp tickets to advertisers and corporate sponsors.

Prepares official DTC mailings to those on mailing list and prepares other correspondence for mailing as requested by staff members. (ie: postcards, auditions, newsletter, date select)

Picks up mail from the DTC post office box daily.

Prepares the cash deposit sheets and bank deposits. Balances the bar cash box and prepares liquor reconciliation reports.

Should be familiar with liquor license requirements and assist the Executive Director in implementing and maintaining appropriate procedures as required by the state licensing authorities.

Actively involved in the promotion and marketing of all DTC productions and events. Obtain information for ads, posters, banners, and programs for all events. Updates Facebook, website and online ticketing system daily.

Assists with minor custodial needs and the set up and tear down for special events as requested by supervisor.

Organizes and maintains files in an orderly and secure fashion. Develops and maintains official archives of the DTC to include its history and production records.

Maintains accurate time sheet and completes leave form appropriately

Performs other duties as assigned by supervisor. Performs all duties in accordance with corporate policies and procedures.

EMPLOYMENT STANDARDS

General Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Training: High school diploma with preference for Associate or Bachelor's degree. Must have proficiency with computer and particularly Microsoft Office software. Requires tact and diplomacy in dealing with staff and other people and the ability to work with several people amidst numerous interruptions. Should be able to type at least 50 words per minute with an emphasis on accuracy. Ability to read and comprehend instructions, correspondence and memos. Ability to write correspondence that has the proper punctuation, spelling and format. Ability to effectively present information in one-on-one situations to employees of the DTC. Moderate Ability to add subtract, multiply and divide in all units of measure and figure percentages. Ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to define problems, collect data, establish facts and draw valid conclusions. Should be able to manage self and others using a team approach and have the ability to work well with minimum supervision. Ability to represent the DTC to the general public in an informative and positive manner.

Licenses and Insurance: Valid Kansas Drivers License and current personal auto insurance coverage.

Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls to manipulate the computer keyboard, calculator or telephone, and talk or hear. Position requires the use of computer and business machines. The employee frequently is required to sit, stand, walk, reach with hands and arms, and stoop or kneel. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment: While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Salary Range: \$20,000 – \$30,000