

APOLLO

JOB DESCRIPTION

Job Title: Administrative Assistant, Theater Operations
Department: Theater Operations
Reports To: Regina Corchado-Brown, Manager of Theater Operations

Position Summary: Provides administrative support for the Theater Operations Management staff. Handles clerical and administrative tasks for ongoing departmental functions and new projects. Provides coordination support for administrative offices, hospitality needs and event company management needs.

Essential Duties and Responsibilities:

1. Fulfill all clerical and administrative support for the Theater Operations Department including filing & faxing, department mailings, drafting correspondence, and scheduling meetings
2. Assist theater operations department in purchasing and renting of materials and equipment, and tracking inventory.
3. Assist with payroll administration with emphasis on production payroll:
 - Review and process timecards in the time and attendance system
 - Administer new hire paperwork
 - Submit weekly payroll to finance in a timely fashion
4. Responsible for tracking and reconciliation for all theater ops expenses – accounts payable and corporate card
5. Obtain purchase or rental requisitions for client/event needs and fulfill orders with vendors
6. Assist with scheduling tours and meetings for potential clients
7. Assist with client contracts and settlements
8. Submits department invoices for processing
9. Assist with Ungerboeck data entry
10. Other duties as requested or assigned

Desired Knowledge, Skills & Abilities: 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/Experience:

- High School Diploma or Education Equivalent Required
- Some college education preferred; Associates or Bachelor's Degree a plus
- Minimum of 1-year previous administrative support or production assistant experience

Required Skills:

- Proficiency in Microsoft Office
- Correspondence letter writing skills
- Strong oral communication skills
- Ability to multitask, problem solve, and provide creative input

***To apply, send cover letters, resumes to Human.Resources@apollotheater.org
Please include the job title in the email subject.***

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.