



### ### Job Title: Office and Promotions Manager

#### \*\*Position Summary:\*\*

The Office and Promotions Manager is responsible for the efficient administration of the theater's office operations. This role includes managing office tasks, coordinating administrative support, Promotions and acting as a liaison between staff, artists, and patrons. The Office and Promotions Manager ensures the smooth day-to-day functioning of the theater office and supports the overall operations of the theater.

#### \*\*Key Responsibilities:\*\*

##### 1. \*\*Administrative Management:\*\*

- Oversee and manage office operations to ensure efficiency and productivity.
- Handle correspondence, phone calls, emails, and other communications.
- Maintain office supplies by checking inventory and ordering items.
- Organize and maintain files and records, both physical and digital.
- Prepare and process invoices, Vouchers, and other financial documents.

##### 2. \*\*Staff Support:\*\*

- Provide administrative support to theater staff, including the artistic director, production staff, and box office.
- Attend Board of Trustees meetings, prepare and distribute minutes in a timely manner.
- Track Schedules and meetings.
- Assist with the onboarding of new employees including Front of House (FOH) managers.

##### 3. \*\*Box Office and Patron Services:\*\*

- Support box office operations, including ticket sales and customer service by training and assisting the position of Front of House Manager (FOH) as needed.
- Address patron inquiries and resolve any issues or complaints.
- Assist with the coordination of special events and performances.



4. **\*\*Communications and Marketing:\*\***

- Maintain and update the theater's website as needed.
- Maintain the theater's social media's presence.
- Coordinate mailing and membership lists
- Design and create both the play programs and season ticket brochures. Arrange for printing of all promotional materials
- Send out press releases and coordinate advertising and ad trades in each of the play's programs.
- Arrange for a lobby display for each of our plays.
- Mail members as elections come up for the Board of Trustees that include ballots and other information as directed by the Board of Trustees.

5. **\*\*Event Coordination:\*\***

- Assist with the planning and execution of theater events, including fundraisers and annual meetings.
- Liaise with artists for lobby art for each of the season's performances.

7. **\*\*Qualifications:\*\***

- Education: High School.
- Experience: Minimum of 3 years of office management experience, preferably in a live theater or arts organization.

8. **\*\*Other Requirements:\*\***

- Require at least 1 reference from previous employer and 1 personal reference.
- Applicant will be subject to a background check.



9. **\*Skills:\*\***

- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficiency in office software MS Word, MS Excel and Intuit Quickbooks – Desktop Version
- Experience with ticketing software desirable
- Basic knowledge of accounting and HR practices.
- Ability to work independently and as part of a team.
- Ability to pivot on short notice, sometimes in a chaotic environment.
- Strong customer service orientation.

10. **\*\*Physical Requirements:\*\***

- Ability to lift and carry office supplies and equipment as needed.
- Flexibility to work evenings and weekends as required by theater operations.

11. **\*\*Reports To:\*\*** Artistic Director or Vice President.

12. **\*\*Compensation:\*\*** Competitive salary based on experience, Initially 15 to 20 hours a week.

13. **\*\*How to Apply:\*\***

Interested candidates should submit a resume, cover letter, and references to  
[oltadmin@olympialittletheatre.org](mailto:oltadmin@olympialittletheatre.org)

14. **\*\*Equal Opportunity Employer Statement:\*\***

The theater is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to creating an inclusive and diverse workplace.