

Northlight Theatre

Job Posting

2019-2020 Season

Job Title: Administrative Assistant

Category: Regular Part-Time, Year-Round, Hourly Non-Exempt

Overall Description: Working under the supervision of the General Manager, the Administrative Assistant will provide administrative support to the Northlight staff. This includes calendar and contact list management, office supplies and equipment, IT support, administrative duties and general support as needed. The Administrative Assistant welcomes, greets, and directs visitors, as well as administering the office's day to day needs. This position remains at their desk to serve as the first point of contact for the organization.

Responsibilities include but are not limited to:

- Create a positive first impression as guests are greeted.
- Provide basic in-house IT support assisting with administration of email and new users, and printers/copiers and serve as liaison with network service provider.
- Assist with HR functions such as job postings, interview schedules and maintenance of resume files.
- Maintain master calendar for the organization and schedule meetings as requested.
- Administer advocacy responses of the organization in reaction to alerts sent by TCG and Arts Alliance as requested. This may include drafting general correspondence to legislators and other political officials, maintaining correspondence files, and alerting staff and board members to the advocacy efforts.
- Maintain supply stock including office supplies for Northlight Office and Kitchen, Green Room, Stage Management Office, and Scene Shop Office and Kitchen.
- Respond to general inquiries by phone and mail.
- Receive and distribute incoming mail and packages.
- Maintain clippings files for Marketing Department and maintain Northlight archives.
- Order business cards as needed.
- Maintain stock of promotional materials and information packets for Advancement and Executive meetings.
- Maintain and create name tags for staff and for Board Meetings.
- Process and track ticket donation requests for charitable purposes.
- Maintain stock of forms generated from Finance and HR.
- Assist with correspondence, files, and general organization in all departments.
- Adhere to Northlight policies as listed in Employee Handbook.
- Other duties as assigned: This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, as needed and within regularly scheduled work hours, in all Northlight functions, on site and off.

Qualifications: Fluency in Microsoft Word and Excel required, as well as general knowledge of IT software and troubleshooting. Outgoing, organized, and calm under pressure. This person must show initiative, be a problem solver and have strong written and oral communication skills. Must be able to handle numerous tasks at the same time and manage time effectively.

Compensation: This position is scheduled to work 25 hours per week, and pays \$12/hour. The range of benefits includes medical, dental and vision insurance, paid holidays and sick leave, and a 401(k) retirement program.

How to Apply: Northlight Theatre is an equal opportunity employer and is interested in receiving candidates from a broad spectrum of people, including women and minorities. Qualified candidates should submit a resume and cover letter to humanresources@northlight.org. Applications are due by August 16, 2019. No phone calls please.