

## **Administrative Assistant Position**

The Permian Playhouse is a non-profit community theatre located in Odessa, Texas. Founded over 50 years ago by Enid Holm, the theatre's primary focus is to provide entertainment that engages, educates and inspires our community through the arts. We also focus heavily on arts education for our community's youth, as we provides theatre education programs, spring break and summer camps.

The administrative assistance will be the first point of contact between the community and the Permian Playhouse.

The Administrative Assistant reports to the Executive Director/Theatre Manager of the Permian Playhouse.

The administrative assistant must have excellent customer service, communication and writing skills, the ability to work independently, and strong organizational capacity The ideal candidate will be an energetic individual that demonstrates a strong interest in the Permian Playhouse and its productions and programs.

### **Duties**

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Develop and maintain a filing system
- Order office supplies
- Provide general support to visitors
- Provide information by answering questions and requests
- Prepare and monitor invoices
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff and board members
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Reply to email, telephone or face to face enquiries
- Resolve administrative problems
- Receive, sort and distribute the mail
- Answer telephone calls and pass them on
- Manage staff appointments and calendars
- Basic janitorial duties of office area
- Greet and assist visitors to the office
- Photocopy and print out documents on behalf of teachers, directors, and board members

### **Preferred Qualifications**

- Administrative experience in Theatre Arts or related field
- Knowledge of computers, including internet-based programs and social media
- Good customer service/telephone skills
- Problem solving and critical thinking skills
- Attention to detail
- Teamwork oriented
- Discretion, good judgment, and patience

**Hours**

Full time, 40 hours a week as set by the Executive Director/Theatre Manager

No Overtime

Some evenings and weekends required during performances, showcases & other events

**Salary**

Starting wage of \$10.00 an hour with high school diploma, \$11.00/hr with an associates, \$12/hr with a bachelors.

During initial year a review with the Executive Director/Theatre Manager, Board President, and one additional board member will be held at 90 days, 6 months, 9 months, and end of first year. At each review the administrative assistant will be eligible for a raise of up to \$0.25 per hour.

Following the initial year the administrative assistant will have an annual review with Executive Director/Theater Manager, Board President, and one other board member and be eligible for a raise of up to \$1 per hour.

**How to apply**

Resumes and supporting materials should be sent to [theatremanager@permianplayhouse.com](mailto:theatremanager@permianplayhouse.com)

No phone calls please.

**Proposed Time Line**

Resume collection through April 19<sup>th</sup>

Interviews April 29<sup>th</sup> – May 3<sup>rd</sup> as needed.