

PLAYWRIGHTS FOUNDATION OFFICE MANAGER JOB DESCRIPTION

Playwrights Foundation, a leading Bay Area arts nonprofit and the top new play development lab on the West Coast, is looking for a **Temporary Office Manager** to join our fabulous team starting immediately and continuing through Aug 11th, with an option to extend as needed.

We're looking for someone who can step in and hit the ground running to create, use, and maintain strong and efficient administrative systems to support the 40th Annual Bay Area Playwrights Festival. We have a collaborative, creative, supportive, inclusive, and enthusiastic team.

The ideal candidate is extremely well-organized, level-headed, detail-oriented but able to see the big picture, and has both common sense and a sense of humor. This is not an artistic position, but creativity and a love of the arts, especially theater, is a big plus.

RESPONSIBILITIES

ADMINISTRATION

- Coordination and communication with vendors and venues
- Ordering/maintaining office supplies and equipment
- Coordinating with service providers
- Compliance with federal and state workplace laws

DONOR AND DATABASE MANAGEMENT

- Management of donations and donor contact information, including oversight of donation recording, thank you letters
- Database management

FINANCE

- Process deposits
- Light bookkeeping, using Quick Books Online
- Manage Accounts Payable
- Write checks, generate invoices and bills
- Monitor cash flow
- Pull financial reports
- Liaise with offsite bookkeeper
- Records management and filing

HUMAN RESOURCES

- Payroll processing, using Gusto (Zen Payroll)
- HR paperwork, including artistic and administrative contracts, W9s, W4s, and Actors' Equity Association contracts and AEA show reports

FESTIVAL BOX OFFICE AND FRONT OF HOUSE

- Ticketing systems and front of house management for events
- Assisting with planning and managing events
- Concessions procurement and management of concession sales at venue
- Schedule staff meetings and hold the agenda
- Intern and volunteer development and management
- Plan and schedule FOH staff for the Festival

Qualifications

- 2+ years in an administrative role, preferably in the arts and/or the nonprofit sector
- Strong attention to detail
- Ability to understand and plan for organizational needs
- Excellent scheduling and organizational capacity
- Ability to organize and set priorities and manage multiple tasks
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office and Google Docs, especially Excel
- Experience using CRM software such as Salesforce and/or database tools preferred
- Some managerial experience is a plus
- Experience with QuickBooks or other accounting software preferred
- Experience with cloud-based storage administration a plus
- Experience in arts (especially theater) administration a plus

The successful candidate for this position will be flexible, positive, and have a demonstrated history of arts administration experience. While we're eager to find someone who exceeds the requirements above, we are willing to provide training for the right candidate.

Salary & Hours

This position is 24 hours a week, and will flex to more hours during the Bay Area Playwrights Festival weeks of 7/10-28, with nights and weekends on Festival days. To be filled immediately and continuing through Aug 11th, with an option to extend as needed by management. This is a non-exempt, hourly position.

How to apply

Submit a cover letter and resume attached to hire@playwrightsfoundation.org with "Application: Office Manager" in the subject line by 4/14/17. Applications with no resume or cover letter will not be considered. Please do not call.