



## Cottage Theatre

700 Village Drive Cottage Grove, OR 97424

541-942-8001

[www.cottagetheatre.org](http://www.cottagetheatre.org)

### Job Opening:

### ADMINISTRATIVE ASSISTANT (Part-time)

Posted 2/17/2020

#### General Statement of Duties:

Serve as one of two weekday paid staff positions for a volunteer-centered community theatre. Create a welcoming environment and provide outstanding customer service to theatre patrons and volunteers; handle a wide variety of administrative responsibilities including bookkeeping, communications, and general office tasks. This halftime (20 hours per week) position reports to the Executive Director. Work hours are typically 9:30 am to 2:30 pm, Tuesday – Friday, with optional additional evening/weekend work at performances.

#### Specific Responsibilities:

*Box Office/Customer Service:* Staff weekday box office, respond to patron inquiries, handle single and season ticket orders and exchanges, reconcile cash, process and make bank deposits, generate reports, (optional) provide back-up to evening/weekend Box Office staff.

*Facilities:* Maintain public spaces of the theatre and coordinate janitorial service & supplies; update phone system, reader and bulletin boards; coordinate routine building maintenance issues.

*Bookkeeping:* Process bills and invoices and prepare checks for approval; transfer ticket sales data into accounting software; organize and track summer camp registrations and payments.

*Administrative & Marketing Support:* Assist Executive Director with a wide range of tasks as requested, including coordinating volunteer ushers, bulk mailings, assisting with board and committee meeting support, maintaining events calendars, social media, creating e-newsletters, and more.

#### Key Qualifications:

Bachelor's Degree preferred

Knowledge and love of theatre essential

Flexible, friendly personality with outstanding customer service ethic

Strong organizational skills; able to track multiple projects and details accurately

Ability to communicate clearly and creatively, both orally and in writing

Strong computer skills (Microsoft Office and Quickbooks experience preferable)

**Rate of Pay:** Starting hourly wage of \$13 per hour. Benefits include paid holidays and complimentary tickets to Cottage Theatre productions.

#### To apply:

**Send letter of interest and resume** to Susan Goes, Executive Director, Cottage Theatre, 700 Village Drive, Cottage Grove, OR 97424 or [susan@cottagetheatre.org](mailto:susan@cottagetheatre.org). **Application deadline 3/6/2020 (or until filled).**