



JOB ANNOUNCEMENT

Posted 9/17/2024

Position available: Administrative Assistant

Part-time; 20-30 hours per week (flexible and negotiable)

About Cottage Theatre

Cottage Theatre (CT) is a community theatre in Cottage Grove, Oregon. Our mission is "engaging and enriching our community through the magic of live theatre." Now in our 42nd year, CT has grown tremendously since our humble beginnings in 1982, under a parachute on the lawn of Cottage Grove's Village Green. After operating out of a small storefront for many years, our current facility was built in 1998. A Rehearsal Hall was added in 2006. In 2022, our facility was completely remodeled, transforming all public-facing spaces of the theatre and adding 50 more seats. CT is now one of the preeminent theatre spaces in Lane County.

CT produces plays and musicals year-round, typically presenting 80 performances annually. A volunteer-centered organization, we operate with a small paid staff and rely on volunteers to accomplish our ambitious productions. We also offer children's theatre programs and partner with the local high school to produce an annual Rhythm & Blues Revue. A member of the American Association of Community Theatre (AACT), CT was one of six theatres in the nation selected to produce a world premiere in the AACT 2024 NewPlayFest.

About this position:

The Administrative Assistant provides outstanding customer service to theatre patrons and volunteers and handles a wide variety of administrative responsibilities including bookkeeping, communications, and general office tasks. This position reports to the Executive Director.

Job Responsibilities:

The Administrative Assistant's job responsibilities will include:

Patron Services

- Provide outstanding customer support to Cottage Theatre patrons.
- Staff weekday Box Office for 12 hours per week. Process single and season ticket orders and exchanges, handle routine customer questions, and maintain patron database.
- Organize and maintain public spaces of the theatre including box office and concessions areas, lobby, public bathrooms, and storage rooms.
- Coordinate scheduling and training of volunteer ushers.
- Work occasional Box Office shifts at evening/weekend performances.

- Order and track concessions inventory.
- Work with front-of-house performance staff to review and improve CT's accessibility to alter-abled audience members.

Bookkeeping & General Administrative Support

- Process bills and invoices and prepare checks for approval.
- Prepare ticket sales reports and transfer sales data into accounting software.
- Handle all CT PLAY education program registration and payments.
- Prepare materials for annual program ad solicitation and handle invoicing and collections.

Volunteer Support

- Serve as point of first contact for prospective volunteers.
- Recruit, connect, and orient new volunteers.
- Work with Directors and Stage Managers to ensure adequate volunteer support for Cottage Theatre productions.
- Manage volunteer background checks.
- Maintain CT policies and procedures, suggest new ones to improve the volunteer experience and ensure that all volunteers are familiar with them.
- Recognize and thank volunteers through a variety of methods.

Administrative & Marketing Support

- Update & maintain telephone voicemail system, lobby displays, and digital street sign.
- Maintain events calendars.
- Help create social media content and email newsletters.
- Provide administrative support to Executive Director and Board committees.
- Other duties as assigned.

Hours and Working Conditions:

This is a part-time hourly position. Required hours: Wednesday - Friday, 10:00 am to 2:00 pm. Other weekday hours flexible and negotiable. Position will occasionally require some evening and/or weekend work at performances. Must have reliable transportation.

Compensation:

\$20/hour

Background and Experience:

- Knowledge or love of theatre essential; theatre production experience a plus
- Bachelor's Degree preferred

Skills and Qualifications:

- Passion for Cottage Theatre's mission and core values.
- Personable and flexible, with outstanding customer service skills for patrons and volunteers.
- Strong organizational skills; able to track multiple projects and details accurately.

- Detail-oriented digital native with excellent software and technical skills. Experience managing social media campaigns a plus.
- Excellent verbal and written communication skills.
- Creative self-starter who is comfortable working independently and as part of a small team.

How to apply:

Please submit resume AND cover letter with specific details about how your experience can be applied to the list of responsibilities above. Applications should be emailed to susan@cottagetheatre.org. **Incomplete applications will not be considered.** This position is open until filled. Please note: a background check will be required prior to employment.