

Geva Theatre Center Job Description

Job Title: Administrative Assistant
Department: Administration
Reports To: Director of Finance & Operations
FLSA Status: Non-Exempt
Hours: 20 hours per week, couple of weekends during the year
Prepared By: Director of Finance & Operations
Prepared Date: 3/14/16

Summary

Provides an extremely positive and helpful experience to all callers, guests and staff. Maintains the operations and appearance of reception, is responsible for staff administrative & board duties and board liaison.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Receptionist:

Greet all visitors to theatre in a warm, friendly and professional manner. You ARE the face of Geva!
Operates phone console and forward all calls as appropriate. Redirect calls when staff members are out.
Accepts and signs for deliveries
Maintains the upkeep of the staff kitchen and Library/Conference room
Meters outgoing mail and distributes incoming mail in mailboxes
Assist with staff projects

Administrative Assistant duties:

Sort & disseminate daily mail in a timely manner. Critical that departments get ASAP as their job functions depend on this.
Transcribe senior staff weekly minutes
Assist with preparation and mailing projects for various departments
Order office supplies and stationery
Maintain copy machines, fax and mail machine
Assist with setup and changes to phone switchboard
Update phone extension list as needed
Assist with all administrative projects, ex. but not limited to updating addresses in Patron Manager, creating mail lists, looking up information on internet, creating spreadsheets, database clean up as directed.
Volunteer coordinator – for administrative duties. Includes list generation, contacting, coordinating schedules and updating information, FOH volunteer contact as needed.
Ordering name tags, business cards, etc.

*General Auditions for plays including:

- Prepare required forms (i.e., scripts, slides, lists, registration forms)
- Register/sign-in actors/answer questions
- Keeping schedule on time
- Arrange for call back auditions
- Send out letters of thank-you or regrets

*Please note parts of this task require that you work week-ends. Typically it is 3 weekends per year. Adjusting your schedule to accommodate these may be necessary.

Finance Clerk Assistance (Backup):

Enter invoices into accounting system

Verify A/P batch on a weekly basis

Review vendor statements prior to giving to appropriate departments

Match checks to invoices on a weekly basis

Credit card log's and template for Integration Manager import

Monthly review of recurring batches to ensure correct amounts are recorded

Track, record and update information for various surveys, i.e. TCG

Board Tasks:

Daily check the book for tasks that require action. Set up a schedule for all future meetings & reminders.

Board Committee meeting preparation for all requested meetings

All correspondence as requested

Reminders, rsvp's (provide to appropriate staff & committee chairs)

Prepare, collate, copy and distribute information packets

Prepare designated room for meetings

Set ups (beverage/ and or lunch prior to and at the meetings)

Distribute and collect payments for lunch orders

Take minutes during full board meeting via laptop

Transcribe minutes for other meetings not attended but recorded

Clean up after meetings

Direct Trustee's to appropriate staff members for questions not handled by this position

Maintain board handbook/updates yearly for Trustees, Honorary Trustees and Senior Staff';

Gather information; proof and correct, collate and print

Track Trustee attendance at all meetings

Send birthday and sympathy cards to all Trustees when appropriate