

The Williamston Theatre is seeking a **Part-Time Office Manager**.

Williamston Theatre is mid-Michigan's award-winning regional theatre company, whose mission is to offer a diverse array of intimate storytelling experiences to entertain, build a sense of belonging, and foster empathy for the human journey.

The Office Manager is responsible for the oversight of daily office administration including basic bookkeeping, filing and supporting the Williamston Theatre staff. The ideal candidate will have excellent communication skills and a willingness to ensure high-quality work. Nonprofit experience is desired.

### **Job Responsibilities**

Overseeing the Administration Office during regular business hours.

Handle simple bookkeeping and help to manage the Theatre finances.

Filing and organization of documentation, financial forms, schedules, etc.

Support Theatre staff including the Managing Director, Executive Director and others.

Provide back up support to the Box Office.

Assist with bulk mail campaigns.

### **Minimum Qualifications**

Must be willing to be on-site in Williamston, MI, Tuesdays - Fridays 12-6.

1 Year experience in office management, administration or finance

1 Year experience using accounting software (QuickBooks preferred)

Experience with common Microsoft Office products including Word, Excel, etc.

Excellent written and verbal communication skills.

A passion for supporting the arts through arts management.

Desire to play a critical role on a small and dynamic team.

Self-motivated, highly organized and detail oriented.

### **Other areas of interest**

Experience with Google analytics.

Experience setting up and maintaining Facebook advertising campaigns.

Experience working with websites.

**Hours:** Tuesday – Friday, 12pm-6pm. This is a part time position. Hours are firm.

**Salary:** \$375/week

Please send a cover letter, resume, and a list of references to [chris@williamstontheatre.org](mailto:chris@williamstontheatre.org) by October 22, 2021.

Williamston Theatre is an equal opportunity employer committed to hiring, supporting and promoting a diverse and inclusive workforce. Please review our Mission Statement, Statement on Diversity, Equity, and Inclusion and Anti-Racism Statement.