

WILLIAMSTON THEATRE JOB OPPORTUNITY 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 organizing 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 know how to work on Mac computers.
- At least 1 Year experience in office management, administration, or finance.
- At least 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.

Job Details

- This is a part time position starting by May 1, 2022.
- Must be willing to be on-site in Williamston, MI, Tuesdays - Fridays 12-6.
- Hours: Tuesday – Friday, 12pm-6pm. Hours are firm.
- Salaried position: \$375 per week.
- Paid time off.
- Required to be vaccinated for COVID-19.
- Required to wear a mask.
- Per AEA guidelines regular testing required at this time. PCR test prior to starting. Antigen testing weekly (theatre provides test).

Please send a cover letter, resume, and a list of references to Managing Director, Chris Purchis (she/her) at chris@williamstontheatre.org by April 22, 2022.

Williamston Theatre is an equal-opportunity employer, committed to building an inclusive and welcoming workforce. Humans of all kinds are encouraged to apply, and applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws. Please review our Mission Statement, Statement on Diversity, Equity, and Inclusion and Anti-Racism Statement.