

BAY STREET THEATER

Bay Street Theater OFFICE MANAGER Job Description (August 2019)

Bay Street Theater & the Sag Harbor Center for the Arts is a year-round, not-for-profit professional theater and community cultural center which endeavors to innovate, educate, and entertain a diverse community through the practice of the performing arts. We serve as a social and cultural gathering place, an educational resource, and a home for a community of artists.

Summary Statement:

The Office Manager (OM) will organize and coordinate office administration and procedures in order to ensure organizational effectiveness, efficiency and safety. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, and inventory control. Supervised by and working directly with the Executive Director, this position requires an energetic professional who doesn't mind wearing multiple hats.

Ideal candidates will have:

- Minimum of 5 years of experience in handling a wide range of administrative and executive support related tasks
- Ability to work effectively in a fast-paced team environment as well as on own
- Strong organization skills with the ability to be flexible and enjoy the administrative challenges of supporting an office of diverse people
- Proven office management, administrative or assistant experience
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Knowledge of clerical practices and procedures
- Proficiency in Microsoft Office Suite including Excel required

The post requires some evening and weekend work during the Mainstage summer season at Bay Street, and in conjunction with meetings and events.

I. RESPONSIBILITIES

Overview

Bay Street Theater & Sag Harbor Center for the Arts (BST) is a year-round, not-for-profit 299 seat LORT C professional theater and community cultural center located in Sag Harbor on the East End of Long Island. The OM plays an important role in creating and encouraging a positive, efficient, and effective organizational culture. The OM is responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly carried out.

The Office Manager's general responsibilities include:

- Management of office operations
- Administrative assistance to Executive Director
- Hospitality & event support
- Organizational administrative support

MANAGEMENT OF OFFICE OPERATIONS

- Be present during office hours, act as first point of contact for all office visitors and phone calls
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Oversee adherence to office policies and procedures
- Act as point person for office maintenance, mailing, shipping, supplies, equipment, bills and errands
- Manage office supply inventory and ordering
- Manage petty cash and change banks for bar sales
- Liaise with outside vendors including IT company, pest control, rubbish removal, insurance requests, Fedex/UPS accounts etc.
- Manage office equipment warranties, repairs, and manuals
- Manage Bay Street automotive administration support including vehicle registrations and inspections
- Mail, filing, messaging, reception, copying, and other duties as assigned
- Maintain a safe and secure working environment

ADMINISTRATIVE ASSISTANCE TO EXECUTIVE DIRECTOR

- Assist in coordinating the ED's calendar and scheduling both internal and external meetings
- Correspondence support
- Assist in the completion of surveys and forms including government permits/licenses, Theatre Communications Group, unions, credit applications, and other informational requests
- Contract proofing, production, facilitation, and filing
- Manage files

HOSPITALITY & EVENT SUPPORT

- Greet visitors to the office and act as receptionist
- Administrative event and meeting support including planning, food/supply purchasing, setup and breakdown
- Assist in the preparation of information packets for meetings such as the Board of Trustees, as well as preparing minutes post-meeting
- Assist in coordinating staff activities and company events

ORGANIZATIONAL ADMINISTRATIVE SUPPORT

- Track inventory and manage ordering of facility cleaning supplies
- Assist with job postings and facilitating new employee hiring and onboarding
- Be familiar with all Bay Street Theater programming and offerings to be able to field and direct questions appropriately
- Bookkeeping and financial systems support as needed
- Assist the General Manager and Executive Director with HR related policies to maintain compliance and execution as needed
- Rehearsal room management support

II. OTHER

The OM performs other support functions and duties as needed. Bay Street Theater is a growing organization with a small staff. Employees are often called upon to jump in to accomplish goals and meet important deadlines.