

# New Castle Playhouse

## OFFICE POSITION DESCRIPTION

Job Title: **Office Manager**

FLSA: **Non-Exempt**

### KEY QUANTIFIABLE INDICATORS

Number of Direct Reports: **0**

Multi-site responsibility: **No**

Travel Requirement: **5%**

### LEADERSHIP EXPECTATIONS

The Expectations of this position are to effectively communicate our Mission and our Vision, Deliver Results, Develop Volunteers, Foster Teamwork, Lead Change, and Demonstrate Integrity in all interactions.

### JOB SUMMARY

The position is responsible for the following:

1. Manage all aspects of the New Castle Playhouse office.
2. Collaborating with NCP volunteers to develop and expand volunteer capabilities.
3. Service and support of Directors and Producers and the shows associated with them.
4. Representing the New Castle Playhouse and strengthen relationships with patrons, as well as the theater community.

### PRINCIPLE RESPONSIBILITIES

1. Representing the New Castle Playhouse (NCP) with integrity in all interactions, and the development of strong, long-term relationships with patrons, donors, Directors, vendors and Board Members to benefit and support live theater in New Castle.
2. Responsible for management of all fundraisers including but not limited to, raffles, love notes, children show donations.
3. Management of ticketing software, set up shows and manage tickets for all shows.
4. Management of Transaction Express (or similar software) and report sales by show to Treasurer.
5. Process royalties and communicate with royalty companies regarding possible shows.
6. Assist Directors (and or Producer) with budgets, props coordination, any orders of items they may need for the show, copy of scripts, scores, and posters for each show.
7. Updates audition sheets and liaise with each director regarding audition dates and times.
8. Compilation of a centralized calendar with all theater practices, shows, etc.
9. Preparation of comp tickets for various shows.
10. Order all T-shirts for shows.
11. Preparation of programs for all shows.
12. Coordination of volunteers for each show.
13. Review mail and enter bills to be paid into Quickbooks, send out after check from Treasurer is received.
14. Prepare deposits and deposit physical checks and money into bank.
15. Answer phones and review all voice mail messages.
16. Maintain and purchase if needed concession inventory.
17. Send messages to the Board of Directors as needed.
18. Generate board meeting agenda and attend board meetings (as needed) as a non-verbal participant.
19. Once a year send out information to patrons regarding the upcoming season.
20. Establish list of all patrons, edit and update as needed.

21. Prepare monetary start up pouches for box office, concessions, 50/50 etc. for each show.
22. Communicate with patrons regarding upcoming shows and events at the NCP.
23. Coordination of all social media platforms.
24. Provide each director (and production team if needed) with a key to theater and an alarm code for entrance into theater.
25. Prepare advertising and corporate sponsor letters to send once a year.
26. Prepare season tickets and sell each year.
27. Produce the Rising Star Workshop each year, collect money, and procure lunches for the workshop each year.
28. Direct any staff members from any of the local senior citizen programs we may be lucky enough to procure.

### **SKILLS/QUALIFICATIONS/EXPERIENCE**

*(Comment on the required years of experience, educational requirements, certifications or computer applications necessary to do this position)*

1. Strong preference for office experience.
2. Excellent communication and negotiation skills.
3. Ability to work with limited supervision.
4. Ability to prepare and present to all levels of an organization (internal and external).
5. Must be proficient in Microsoft Word, Excel, PowerPoint.

Approved by: **New Castle Playhouse Board**

Date: **8/21/2023**