

**Job Description**

STATUS: Part-Time (4 hours/week) Application Deadline: 8/18/23

PAYROLL: Hourly ($14-16 DOE)

**ADMINISTRATIVE ASSISTANT**

Primary Function: Assist with all administrative duties and attend all board meetings.

Supervision: Supervised by the President of the Board of Directors

Essential Functions:

1. Answer phone and/or return messages.
2. Update outgoing voice message.
3. Check and answer emails from all clients and alert the board of any important emails.
4. Check the WCP mailbox (#1 on the right) for mail and put any invoices in the Treasurer’s mail slot and any checks in the Finance mail slot.
5. Compose and send out emails via Mail Chimp regarding Season Shows/Auditions/Events.
6. Keep Mail Chimp email list updated.
7. Ticket Leap – create and manage shows/events for ticket sales. Cut off sales for shows that need it and copy all names to Ticket Takers spreadsheet.
8. Work with the graphic designer to create posters/flyers/postcards for all shows.
9. Manage the WCP Calendar with dates of shows, auditions and deadlines.
10. Give each director a director’s packet before auditions take place.
11. Set deadlines for information that needs to come from the directors (cast list, pictures, letter from the director, etc.) and from the graphic designer (flyers, postcards, posters that need to be proofed and sent to Mail n Copy)
12. Pick up print jobs from the printing company and bring them to the theater for distribution.
13. Work with the director on catering for the dinner theater show. Number of people per show, seating arrangements, etc.
14. Draft and mail all letters for Donors, Sponsors and Season Ticket holders.
15. Other duties as assigned.