

## **JUBILEE THEATRE – POSITION DESCRIPTION – ADMINISTRATIVE ASSISTANT**

**Reports to: Managing Director Hours: Part Time 30 hours weekly / Some Nights and Weekends**

**Jubilee Theatre** is a nonprofit organization whose mission is to create and present theatrical works which reflect the African American experience. The company has been in existence for 38 years and operates out of a 143-seat theatre in the heart of downtown Fort Worth (506 Main Street).

### **General Purpose**

Perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the organization.

### **Duties and Responsibilities**

- Prepare report packets for Board meetings
- Assist with development reports and research
- Organize files, records and archives
- Send and review correspondence for requests, bill pay, and grant applications
- Assist in the preparation of time sheets, contracts, check requests
- Answer, screen and transfer inbound phone calls
- Assist with compiling board packets and other board related materials
- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system
- Handle requests for information and data
- Resolve administrative problems and inquiries
- Prepare written responses to routine inquiries
- Schedule and coordinate meetings, appointments and travel arrangements for senior management when needed.
- Record, compile, transcribe and distribute minutes of meetings
- Open, sort and distribute incoming correspondence
- Maintain office supply inventories
- Coordinate maintenance of office equipment

### **Credentials and Desired Experience**

- Experience in an administrative office
- Strong computer literacy skills particularly Microsoft Office
- College hours or degree preferred
- Experience in non-profit development/fundraising research is a plus
- Knowledge of clerical and administrative procedures and systems i.e., filing and record keeping
- Knowledge of principles and practices of basic office management
- Knowledge of operation of standard office equipment

### **Key Competencies**

- Ability to work independently and with a team
- Excellent communication skills - written and verbal
- Attention to detail and accuracy
- Planning, organizing and prioritizing
- Problem assessment and solving
- Information gathering and information monitoring
- Flexibility and adaptability
- Ability to multi-task
- Customer service orientation

### **Application Process**

- Please submit cover letter and resume to [jobs@jubileetheatre.org](mailto:jobs@jubileetheatre.org) by May 17, 2019