

HOPEWELL THEATER

Administrative Assistant for Programming and Arts Administration Job Description:

Hopewell Theater's (HT) full-time Administrative Assistant for Programming and Arts Administration will support HT's programming department in the successful curation, booking, production and settlement of all programs at HT, by providing administrative support to that process as well as strong coordination support to keep management on schedule. This position is the key employee responsible for logging production details in computer systems, trafficking the booking process, and managing up to keep the department on deadline and organized. This includes liaising with the marketing department during seasonal promotion pushes and operations as needed during production. The Admin for Programming is a key employee whom many departments rely on as a liaison. Position also supports the Executive Director as needed. Responsibilities include but are not limited to:

Office - Admin

- Programming and arts administration support: filing, ordering supplies, scheduling meetings, creating meeting agendas, filling out expense reports and submitting to bookkeeping for talent and/or staff as needed. Administrative support for Executive Director as needed.

Budget & Finance

- Maintain detailed records of weekly, monthly and quarterly reports in preparation for quarterly programming budget meeting: run reports as needed, update the Offers Spreadsheet, run film sales reports.

Contracting

- Assist in contracting programs booked by Program Manager: enter detailed contract information into Tripleseat and conduct contracting process with talent after Program Manager and/or music booker books show, per email correspondence. For booked shows, audit Tripleseat and Google Drive to ensure all contract related items are received from talent (insurance, W9, riders, etc) and liaise with Bookkeeper as needed for meal buyout information. Put a task in Tripleseat for Accounting to pay deposits or in full as listed in fully executed contracts.
- Hold artist comps per direction of Program Manager once contract entry is completed before public sale for the general public.
- Support Program Manager with any additional negotiations or talent liaising, as needed.

Program Curation

- Schedule program booking meetings where necessary and attend to take notes as directed by Program Manager. Book show-research tickets as directed. Assist with event booking research and coordination as needed, example: working with childrens' theater companies to get prices. Maintain calendar of potential acquisitions during curating process, holds, tentatives, etc.
- Create calendar deadlines for items needed from Program Partners in Tripleseat.

Event Pre and Post Production

- Maintain accurate records of production negotiations, per contracts, and liaise with other departments (Marketing, Operations, Tech) to ensure that pre-production timelines and tasks are on track for every event.
- Create Show Sheets at the beginning of each show week, save to Drive and print for each necessary party in Tech, FOH, and Marketing. Receive backline if tech staff is unable to.
- Know or learn our AV tech systems well enough to be able to assist with meetings and Private Events as needed (for example, PRABA meeting)
- Occasionally serve as Production Manager at events, if needed, to fill in for Production Manager. Liaising with talent required.
- Once film is confirmed with vendor, get showtimes and terms from film booker. Once film is fully booked with terms, enter Showtimes and Terms into Tripleseat. Enter Ticket Sales into Comscore Swift each morning of film run. Email BORs to distributors at the end of each film run and return BluRays and DVDs to distributors as needed.
- Ensure all settlement sheets are accurately reported and saved in Tripleseat and Google Drive.

Private Events

- Coordinate and schedule site visits for Program Manager after receiving Private Event Information Booking Form data, send follow up emails or forms in Tripleseat to client as needed. Under Program Manager direction when client decides to book, set calendar deadlines for signature of policies, receipt of COI, deposit, final payment, and advance with tech (as needed) to assist with event coordination. Chaperone private events as assigned by Program Manager.

Ideal Candidate:

This position is a heavily administrative job that requires a candidate with an eye for detail, who loves data entry and keeping things organized using project management systems and reports, and is also keen to lean in and make sure management is staying on track to meet seasonal deadlines and deliverables. Requires a candidate who is comfortable in the back office doing the administrative work but can also liaise with talent as needed.

Required Experience

- Bachelor's degree
- Minimum 2 years of administrative or office experience, with demonstrated success handling data entry and reporting

- Demonstrated success keeping a production or project organized and on deadline.
- Demonstrated experience in live event contracting, and production.
- Demonstrated experience using AV equipment and/or film projector in a public performance.

Required Skills

- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel.
- Proficiency in G Suite with expertise in Drive, Docs, Sheets and Forms.
- Excellent communication skills (written and verbal).
- Ability to multitask and prioritize while working independently as well as contributing successfully within a team environment.
- Demonstrated skill in staying organized and being resourceful, with a great attention to detail and ability to juggle multiple timelines and tasks.
- Working knowledge of AV tech for theater.
- Ability to learn and successfully use ticketing, event management and task management softwares while following internal SOPs for each.
- Paying attention to details that need to be fixed and fixing them to keep a project moving forward successfully.
- Tech savvy; not afraid to learn new software or hardware for theater arts.

Required Abilities

- Speak, read and write fluent English
- Ability to lift 25 pounds and climb stairs
- Occasional evening and weekend availability to chaperone private events and assist in production at live events, as needed.

Interests: A culture vulture with a demonstrated interest in indie film and arts is preferred.

This is a full time position with benefits working in-person at Hopewell Theater in Hopewell, NJ.

Position reports to the Program Manager.

All Hopewell Theater employees, patrons, and talent are required to wear a mask at all times inside the building.

COVID-19 vaccination is required unless a reasonable accommodation is approved for medical reason or religious practice/belief.

Salary commensurate with experience.

How to Apply: Please send resume and cover letter to hthires2@gmail.com

Hopewell Theater is an equal opportunity employer. HT will consider qualified applicants for employment without regard to sex, race, color, national origin, ancestry, citizenship status, religious creed, gender, gender identity, gender expression, marital status, pregnancy, childbirth, sexual orientation, physical or mental disability, medical condition, genetic information, age, military or veteran status, or any other basis protected by applicable law. We consider qualified applicants with criminal histories, consistent with applicable law. It is our policy to provide reasonable accommodations to people with disabilities as required by law.