



Position Description

Job Title:	Administrative Assistant		
Reports to:	Executive Director	Full Time	
Supervisory Responsibilities:	No	FLSA Status:	Non-Exempt

Position Summary

The Kalamazoo Civic Theatre is seeking a self-motivated individual to provide front office support in a fast-paced, dynamic office environment. A successful candidate will have excellent interpersonal skills, extraordinary attention to detail and have a positive, solution-oriented attitude.

Essential Functions:

Office Assistance

- Responsible for general office tasks, including answering phones, scheduling, filing, preparation of general correspondence; managing outside vendors and guest artist contracts and payment
- Serves as executive assistant to the Board of Directors, including scheduling meetings; preparing board packets
- Works with Executive Director and HR team with onboarding and training of new employees, including assistance with employee benefits
- Assists with obtaining licenses and royalty quotes
- Ensures office equipment is in proper working order and maintains office supplies
- Looks for innovative ways to improve existing office and bookkeeping systems, including looking for ways to achieve a paperless office environment

Qualifications and Skill Requirements

- At least 3 years' experience in demonstrating leadership in an office environment
- Outstanding interpersonal skills, including the ability to interact with diverse audiences, including guest artists, staff, board members patrons, volunteers, press and the public in a professional and confidential manner
- Creative problem-solver and conceptual thinker with an ability to understand and leverage detail-oriented and analytical issues as needed

Physical Requirements:

- Requires frequent sitting and walking as well as occasionally lifting up to 20 lbs.
- The physical ability to travel between the various CIVIC building locations is required.
- Reasonable accommodations will be made to enable individuals to perform essential functions.
- **The Kalamazoo Civic Theatre has a mandatory COVID-19 vaccination policy for employees.**

The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.