



Title: Administrative Assistant to the Executive Director

Classification: Exempt

Reports to/Evaluated by: Executive Director

The Fargo-Moorhead Community Theatre is a non-profit organization whose mission is: “ENRICHING OUR GREATER COMMUNITY THROUGH ENGAGING THEATRICAL AND EDUCATIONAL OPPORTUNITIES OF HIGH ARTISTIC QUALITY.” Created in 1946 FMCT is the oldest and largest community theatre in North Dakota, South Dakota, and Minnesota.

Description

The Administrative Assistant provides high level of administrative service to the company’s Executive Director and the supporting staff.

Essential Functions:

Administrative/Office

1. Serve as support to the Executive Director
2. Event planning, preparation and execution.
3. Assists in the recruitment and training of volunteers.
4. Assist in development functions to include; donor profiles, donor software management, and correspondence.
5. Assist the Engagement Director to ensure all materials are created, printed, copied and available for a successful audition process. Compile and manage emergency contact books.
6. Work with Finance Manager to process theatre deposits in a timely basis to include making the deposit at the bank.
7. Create general daily reports and reconcile on a daily basis.
8. Update lists on Constant Contact, sign up genius and artspeople.
9. Assist the Engagement Director with creation of the playbills, e-newsletters and the web site.
10. Maintain office, building, and bar supplies.

Tasks - Box Office

1. Answer phones.
2. Manage theatre office.
3. Copies
4. Filing
5. Respond to and process all information and ticket requests (online, phone and over-the counter)
6. Maintain an accurate mailing list by requesting updated data from individuals.
7. Generate appropriate box office reports on a timely basis for analysis purposes.
8. Coordinate Over-hire staff for theatrical productions and events.
9. Maintain daily social media posts.
10. Assist production manager with production schedule and execution.
11. Gather and maintain database of Actor and production team member bios.

Other duties as assigned.