

Title: Operations Coordinator  
Department: Operations  
Reports To: Director of Operations Administration  
Number of Direct Reports: n/a

*As of 5/11/21*

## SUMMARY

The Operations Coordinator is responsible for providing administrative support to all aspects of the Operations Department.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operations Administration
  - Responsible for all aspects of on-boarding/off-boarding staff in Operations systems including making IDs, activating operations-based software accounts, etc.
  - Track and coordinate workstation shifts and other cross-org office needs
  - Upkeep Operations Drive and shared departmental hard files including departmental handbooks
  - Place office supply orders for org-wide and departmental needs
  - Cover Front Desk(s) for lunch breaks and otherwise as needed
  - Manage inventory of keys, IDs, visitor passes, and related accessories
  - Sort mail and support mail room needs
  - Support upkeep of Operations software programs
  - Maintain organization/appearance/functionality of shared work spaces including meeting rooms
2. Space Scheduling
  - Input/update Public Theater venue calendars in electronic venue management system in coordination with Operations Administrative team & other stakeholders
  - Respond to external rental inquiries
3. Finance
  - Reconcile departmental Amex(es)
  - Process departmental invoices
  - Manage petty cash
  - Perform other Finance Liaison duties as needed
4. Other Responsibilities
  - Fire Warden
  - Support team building initiatives within the department
  - Support Covid compliance protocol upkeep
  - Other projects as assigned