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

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