

The Operations Department is looking for an Operations Coordinator to manage the Department's day-to-day operation workflows, including operations administration and space scheduling.

Responsibilities:

- Handle all aspects of on-boarding/off-boarding staff in Operations systems, including creating IDs, activating operations-based software accounts, etc.
- Maintain operations drive and shared departmental hard files, including departmental handbooks
- Manage inventory of keys, IDs, visitor passes, and related accessories. Act as liaison for ID, key, and access requests at the Delacorte Theater
- Provide coverage to the downtown front desk(s) and Delacorte Gates for lunch breaks and otherwise as needed
- Coordinate logistics for deliveries, storage, and general movement of materials & equipment as needed
- Order office supplies for the org-wide and departmental needs
- Support Operations Manager with follow-through on Delacorte Theater based projects
- Update Public Theater venue calendars in electronic venue management system in coordination with Operations Administrative team & other stakeholders
- Serve as the point of contact for external rental inquiries
- Act as the Department's liaison with Finance which includes invoice processing and petty cash management
- Maintain the upkeep and appearance of the shared workspaces
- Provide support to the Production and Front of House staff at the Delacorte Theater as needed
- Support Covid compliance protocol upkeep
- Perform other operations-related tasks as assigned

Competencies & Skills:

- Prior experience working in administrative, or operations role is preferred
- Proficient in Microsoft Office Suite and ability to learn required business systems
- NYS Driver license is required
- Ability to drive a golf cart
- An effective communicator and strong interpersonal skills
- Strong organizational and time management skills

COVID-19 and Vaccination Policy:

- As a condition of employment, The Public will require all who report to work on-site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.

Salary:

- Salary is \$50,000. For consideration, please submit your resume to izee@publictheater.org. This is a full-time, non-exempt role.

Benefits & Perks:

The Public Theater offers a robust slate of benefits, which currently include: A range of excellent health, dental, and vision insurance options | Employee Assistance Program and Work-Life Services | Flexible paid time off | One paid "day of service" each year| 10 weeks (about 2 and a half months) of paid family leave | Commuter benefits for parking and transit | Flexible spending accounts for healthcare | Pension | 403(b) Retirement Savings Plan | Life and disability coverage | Discounted gym memberships | Free access to Public Theater programming and opportunities to access free and discounted tickets to other theater productions as theaters continue to safely reopen in NYC |

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.