

Production Office Assistant (Part-Time)

The Public Theater is seeking a part-time Production Office Assistant to join our dedicated and fast-paced Production Department. The Production Office Assistant works within the Production Admin Office to support production activity at The Public.

Responsibilities:

- Oversee the ordering and maintenance of the department's office supplies, including managing vendor orders and their deliveries
- Assist with event planning/set-up
- Maintain and update documents of Prod Admin
- Run errands, including ordering, or picking up meals
- Assist with travel arrangements for members of the Production Staff
- Assist with vendor contracts
- Assist on individual projects, such as proofreading or working with show and season budgets
- Distribute department paperwork, such as New Employee packets, tax-exempt forms, W4s, and transmittal forms
- Provide phone coverage for the Production Executives when assistant to the Production Executive is unavailable
- Distribute Overhire, Seasonal, and Full-Time paychecks and stubs
- Enter vacation requests in ProdAdmin calendar and archiving requests digitally on PDrive.
- Take minutes during Production Department meetings
- Manage \$3K Production/Operations petty cash bank, which entails reimbursing receipts and reconciling bank monthly.
- Reconcile and code other Production petty cash floats: six departmental floats and three or more production floats per show.
- Review the Costume Dept's debit card reconciliations.
- Manage Accounts Payable checks, including distributing reimbursements, vendor checks, petty cash floats, etc.
- Retrieve and sort the mail, including pulling invoices for the Production Administrator.
- Assist with submitting weekly IATSE benefit breakdowns to Finance
- Assist with Designer and Assistant Designer onboarding
- Assist with Union benefit payments
- Order plotter paper, Purchase Orders with Marketing
- Input invoices into Concur system
- Scan receipts and upload to the database

Requirements:

- One year of administrative office experience or comparable experience
- Understanding of The Public Theater's mission, strategies, and programming, including a commitment to cultural transformation and antiracism in the work and workplace
- Ability to respond to changing circumstances quickly and with a positive attitude
- Analytical thinking, problem solving, and attention to detail
- Excellent communication and organizational skills
- Working knowledge of Microsoft Office Suite, Concur a plus

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.
- The Public Theater Production Department is currently engaged in a combination of remote and in-person work. This position will begin work remotely but is expected to begin working in person during the 2021-2022 season.

Compensation:

Starting hourly rate \$20.00

This position is part-time, hourly. The standard schedule is 20 hours per week with the potential to increase based on seasonal demand.

Please send a cover letter and resume to: **prodadminjobs@publictheater.org**

This is a non-exempt position, according to the Fair Labor Standards Act. Position is available immediately.

The Public

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 applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.