

Production and Artistic Office Manager

Department	Production	Hiring Range	\$21.00-\$23.00/hr
Supervisor	Director of Production	Status	Regular, Full time, Non-Exempt
Revised	September 27, 2021	Location	Seattle, WA

The Production and Artistic Office Manager is responsible for performing administrative duties to support the Production and Artistic Departments, particularly with regard to maintaining budgets, calendars, contracts, and staffing. The Production and Artistic Office Manager works directly under the Producing Director, but works closely with the Artistic Director and collaborates with all members of the Production and Artistic office staff.

Specific Job Functions

Budget and Finance Tracking <ul style="list-style-type: none"> Track all Production and Artistic labor and materials budgets to ensure accurate reporting of cost to date. Work with Finance Department to reconcile show-related labor and material costs. Work with Finance Department to create accurate reports for Union benefit payments. Process Production Department timesheets to ensure that all employees are paid in accordance with CBA rules and ACT policies. Process and track all Core Company payments 	35%
Contracts and Human Resource Support <ul style="list-style-type: none"> Expedite, distribute, and track contracts for stage managers, actors, designers, directors, choreographers, design assistants, and all other guest artists. Expedite contracts for all Production staff, including IATSE seasonal staff, working supervisors, and production assistants. Execute seasonal and other paperwork as required by Actor Equity Association (AEA), Stage Directors and Choreographers Society (SDC), and United Scenic Artists (USA). Maintain organized filing system of all paper and electronic documents. 	30%
Artistic Department Support <ul style="list-style-type: none"> Collaborating with and supporting the Core Company to bring artistic projects to fruition. Supporting work of the Curation Committee, and the Artistic Ethics Committee Assist with the curation process – including some agent communications 	20%
Production Office Management <ul style="list-style-type: none"> Maintain department and ACT general calendars and other season documents. Maintain inventory of production office supplies and manage all office equipment servicing. Additional duties as assigned 	10%
Company Management Arrange and manage staff and guest artist travel and housing.	5%

Qualifications/Skills

- Strong written and verbal communication and interpersonal skills
- Comfortable executing deadline-driven tasks in an open, busy work environment.
- Ability to manage projects independently and in collaboration.
- Strong proficiency with Microsoft Office software
- Occasional night and weekend work required

Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion

ACT Theatre Mission and Vision

- Mission: ACT is a contemporary theatre where artistic ambition and civic engagement unite.
- Vision: ACT envisions a world where the power of theatre expands our collective understanding of community and our own humanity.

Peak Performer Commitments

ACT's values and principles guide our work, relationships and decision-making. We encourage our employees to practice forward thinking and curiosity-driven learning. We emphasize inclusivity of voices, experiences, and cultures, and seek to be a transformative agent for change in individuals, communities, and societies. We are civic minded, and believe in the spirit and strength of shared purpose and collective responsibility.

Essential Physical Skills

This position requires frequent sitting, standing and occasional walking; lifting 30 pounds or more; manual dexterity to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood.

Environmental Conditions

Work in an open office environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All ACT employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization

Employee Name

Signature (Verifying receipt and understanding of this job description)

Date