

Job Title: Administrative Coordinator

Job Status: Regular Full-Time, Year-Round, Exempt, on-site or remote (within commuting distance from Independence, Ohio)

Start Date: ASAP

Reports to: Managing Director

About The Musical Theater Project

More than 100 years of America's cultural history is tied to our musicals, and **The Musical Theater Project** (TMTP) documents and celebrates that history in a seamless blend of entertainment and education. Founded in 2000, TMTP produces concerts, in-school residency programs, radio broadcasts and recordings that: create personal connections with the songs, characters and themes of the American musical; document the lives of important American musical theater artists; explore the connections between the musical and the rich diversity of the American experience; examine the relevance of musical theater in contemporary society.

The Musical Theater Project seeks a full-time (40hrs/week) Administrative Coordinator to support daily operations and assist TMTP staff as they broaden and deepen programming and community relationships.

Responsibilities

Office Administration

- Provide administrative support to the Artistic and Managing Directors and resource centers
- Use word processing, spreadsheet, online and database software to prepare reports, memos, and documents
- Pick up mail from the office and sort incoming mail and courier deliveries for distribution
- Purchase, receive and store the office supplies ensuring that basic supplies are available
- Monitor inventory levels of office materials
- Provide administrative support to management and other staff
- Schedule in-house and external meetings as needed in Zoom or in person as requested, and manage other staff arrangements as required
- Take minutes at Board meetings, and other meetings by request
- Manage and order office supplies and report on office expenses
- Address employees' and clients' queries (via email, phone or in-person)

Fundraising Administrative Support

- Assist with maintaining the organization's donor database
- Assist with preparation of donor reports and mailing lists as needed utilizing DonorPerfect filter and report functionality, mailing lists, and donor records for all fundraising, mailings, and grant tracking
- Prepare and send donor acknowledgements and other correspondence using Gmail, Constant Contact, and Donor Perfect

- Provide administrative support for special events including data management, mailings, marketing, and other communication initiatives

Program Administrative Support

- Prepare, send, and follow up on contracts
- Weekly/Monthly/Quarterly website updates for various programs
- Social Media posting of pre-produced content for various programs
- Complete box office orders via phone and online ticketing programs, and generate box office reports from ticketing program as needed (once restrictions are lifted)
- Be present at events as requested to provide administrative support

Financial management assistance

- Code and file financial material according to established procedures
- Assist with financial reports as required
- Manage accounts receivable including invoicing, bank deposits, check processing using QuickBooks Desktop
- Obtain missing receipts monthly
- Record deposits from credit card processor in QuickBooks

Skills and Qualifications

- Proven administrative or assistant experience, associate or bachelor's degree preferred
- Strong written and verbal communication skills
- Detail-oriented with strong organizational skills
- Ability to set priorities, manage time and meet deadlines
- Capacity to work independently without continuous direction
- Highly skilled with Microsoft programs and Google Suite
- Resilient, agile, curious, willing to learn and adapt
- Facility with online calendar and project management programs
- Knowledge of and/or interest in musical theater, theater or other performing arts

Compensation

Estimated Compensation: \$38,000-\$42,000 with competitive benefits including paid time off (holiday, vacation, sick, and personal days), and health, dental and vision

Impacts of COVID-19 on The Musical Theater Project

Plans are currently in place to delay the safe opening of live events at a less than 100% capacity until winter 2021, and will adhere to government safety guidelines.

TMP's office is conveniently located at 5755 Granger Rd, Independence, OH 44131. Benefits include group health insurance, dental & vision, and generous PTO.

Please email cover letter and resume to Tracey Dwyer, Managing Director at Tracey@MusicalTheaterProject.org.

The Musical Theater Project is an arts education nonprofit organization that fosters a deeper appreciation of, and connection to the American musical—and the social and cultural history surrounding it—by creating programs that educate as well as entertain people of all ages. Through its concert and cabaret series, *The Song Is You!*, and its school and community outreach program, *Kids Love Musicals!*, TMTP serves 10,000 Northeast Ohioans each year. The organization also reaches more than 100,000 listeners annually through the WCLV radio program Footlight Parade, and thousands more through the program’s national distribution on public radio stations and Sirius XM Satellite Radio. For more information, visit www.MusicalTheaterProject.org or call 216-860-1518.

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