



Title: Operations Assistant

Classification: Non-exempt, hourly

Compensation: \$20 per hour for 15-20 hrs per week

Reports to: Executive Director

Founded in 2003, Theatre B is a 501C3 ensemble-driven theatre company that strives to challenge, entertain, and engage Fargo-Moorhead audiences through high-quality and innovative performances of relevant great works, the development and production of new plays, and comprehensive educational opportunities for emerging theatre professionals. In recent years, Theatre B has grown to an ensemble of 19 artists, with two staff members and a Board of Directors composed of ensemble and community members. Our mission is to ignite conversations that transform our community through intimate and courageous stories.

Description

The Operations Assistant provides administrative and customer service support for the operations of a growing non profit theatre company. The ideal candidate for this role is a team player with a diverse administrative skill set, strong communication skills, and a love of the arts. Some nights and weekends will be required.

Essential Functions

Administrative/ Office:

1. Supports the Operations Manager in marketing-related tasks, including digital and print formats (i.e. press releases, social media, Wordfly, annual brochure, playbills, etc.)
2. Supports the Executive Director in preparing and distributing donor communications.
3. Assists with database maintenance and helps to assure the accuracy of mailing, marketing, and donor lists.
4. Makes regular bank deposits and post office visits.
5. Copies, scans, files, and distributes documents, as needed.

Front of House:

1. Supports Box Office operations by fielding telephone calls, emails, and walk up ticket sales for all Theatre B productions.
2. Serves as Box Office representative, House Manager, or Bartender during performance weekends.

3. Assists in the recruitment and training of volunteers for front of house, community engagement, and workday responsibilities.
4. Assists with cleaning the theatre, lobby, and restrooms, as needed.
5. Orders and maintains an inventory for Box Office, bar, and office related supplies.

Other duties as assigned.

To apply please provide a brief letter of interest, resume, and references to colt@theatreb.org.

Theatre B provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.