JOB DESCRIPTION

JOB TITLE: Office Manager
DEPARTMENT: Administration
REPORTS TO: General Manager / CFO
PREPARED DATE: August 10, 2017

ABOUT DALLAS THEATER CENTER:
One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of A Christmas Carol; extensive education programs, including the Award-winning Project Discovery, SummerStage and partnerships with Southern Methodist University’s Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of Miller, Mississippi by Boo Killebrew; Hood: The Robin Hood Musical Adventure by Douglas Carter Beane and Lewis Flinn; Bella: An American Tall Tale by Kirsten Childs; Deferred Action by Lee Trull and David Lozano; Clarkson by Samuel D. Hunter; The Fortress of Solitude by Michael Freidman and Itamar Moses; Giant by Michael John LaChiusa and Sybille Pearson, and many more.

SUMMARY
The Office Manager position reports directly to the General Manager / CFO and is responsible for creating work order forms for the IT Consultant, providing onboarding paperwork assistance to new employees, maintaining accurate and up to date calendar, responding to space rental requests, and maintaining adequate inventory of all office supplies. This position also serves as a liaison between DTC and the AT&T Performing Arts Center regarding use of the Wyly Theater and with and other groups wishing to rent DTC facilities at the Kalita Humphreys Theater.

ESSENTIAL DUTIES
- Supports General Manager/CFO by maintaining calendars, correspondence, projects, making copies and other duties assigned by the General Manager/CFO.
- Manage and lead all new employee orientation procedures to include required new hire paperwork completion, badges, parking, tours and introduction and training on staff intranet, phone and email systems.
- Manage and oversee the day-to-day allocation of employee parking and coordinating parking with ATTPAC when necessary.
- Responsible for the posting and printing of the weekly ArtsVision calendar as well as updating the Staff Intranet as required.
- Maintains office services by organizing office operations and procedures; managing correspondence to include daily mail, overnight deliveries and other forms of correspondence as necessary; reviewing, obtain approval and coordinate supply requisitions to include the purchasing of all office supplies; copier and printer paper.
- Coordinate IT on-site Support and other office equipment maintenance and repair calls.
- Assist in the setup for administrative management meetings, retreats, off-site meetings, company staff events, quarterly and annual employee meetings

SKILLS AND KNOWLEDGE REQUIREMENTS
- Individual must be a self-starter, detail-oriented with excellent writing skills
- Self-motivated with strong organizational skills
- Collegial spirit and belief in the transformative value of the arts
- Proficiency with Microsoft Word and Excel

EDUCATION REQUIREMENTS
Bachelor’s degree or equivalent office management experience

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Please submit resume and cover letter via email to patty.stone@Dallastheatercenter.org.