



## Part-time Office Manager Job Description

**Introduction:** Portland Area Theatre Alliance (PATA) is an IRS 501(c)(3) nonprofit organization serving an alliance of individual theatre practitioners, producing companies, patron members and associated businesses. We provide networking, resources and advocacy for our members. Our goal is to increase the quality, quantity and professionalism of theatre produced in Portland and the surrounding areas. PATA programs include the annual Citywide General Auditions, the Valentine Fund, which helps local theatre artists in need, and the Fertile Ground Festival showcasing new works.

**Details:** PATA seeks a Part-Time Office Manager to assist the Board with everyday operations. This is a non-exempt, hourly position. Duties average 15-20 hours per week, approximately 70-75 hours per month. Final starting wage depends upon qualifications and experience \$17-19/hr. This position requires that you work from home/remotely, and that you be able to keep sensitive working documents, information, and equipment secure at your location. You may need transportation to visit and pick-up/drop-off archived materials at board members' residences.

### Principal Duties:

- Maintain office hours biweekly at the downtown PATA office\*.
- Manage memberships. This includes maintaining the member database via the website as well as the mailing lists (both physical and electronic) and compiling and sending new member packets and additional paperwork.
- Complete online setup and registration of various events and workshops.
- Provide administrative support for the Board of Directors, including support with PATA's four major programs: Auditions, Workshops, Fertile Ground Festival, Valentine Fund. Write and distribute one electronic newsletter per month, as well as various other membership email blasts.
- Regularly and consistently update and manage PATA's social networking sites: Facebook, Twitter and LinkedIn – tagging member actors and companies where possible and keeping up a lively, positive presence.
- Attend monthly PATA EC Meeting , which is currently held the first Thursday of each month from 2:00 pm to 3:00 pm . (subject to change).
- Check and respond to PATA and Fertile Ground emails and phone calls on a consistent basis and in a timely fashion during the course of regular business hours.
- Open and respond to mail sent to the PATA office and/or distribute to the appropriate Board Member.

- Manage and oversee all aspects of the Citywide General Auditions in March/April.
- Required: Staff ALL DAYS of the PATA annual Citywide General Auditions (paid) This is a mandatory requirement of the position.
- Provide basic bookkeeping: pay vendors, accept payments and make deposits.
- Maintain the Fertile Ground Google Drive (September - October)
- Provide administrative support to the Fertile Ground Festival of New Work in the following ways:
  - Update FG calendar/workflow based on training dates
  - Revamp and post the registration application
  - Update PATA website by updating dates, content, and links to the application and registration payment page
  - Respond to emails regarding applications and general FG inquiries.
  - Update the Board with relevant FG posts
  - Receive and Upload to G-drive Fertile Ground Applications
  - Update producer Spreadsheet with contact information
  - Communicate with producers regarding deadlines, needed items
  - Create Venue list, when applicable
  - Support the Board of Directors or Festival Director in administrative/communication tasks

\*During COVID-19 and new variants, the Office Manager will be working remotely from home.

### **Required Knowledge, Skills and Abilities:**

This individual must:

- Be a self-starter with a good work ethic.
- Be capable of working with little direct supervision.
- Have strong computer skills, including experience with Microsoft Word (specifically mail merging), Excel (sorting and compiling data), and QuickBooks Online.
- Possess significant experience with social networking sites (Twitter, Facebook, LinkedIn) and use of the internet. Experience with MailChimp or similar HTML email system preferred.
- Have a current Oregon driver's license.
- Be able to pass a background check. Preferred skills (not required):
- Experience designing and maintaining websites
- Theatre experience (of any kind)
- Experience in bookkeeping, database management, customer service, IT experience.

**Supervision:** The Part-Time Office Manager reports directly to the PATA Board of Directors.

**Evaluations:** There will be a six-month review, with annual reviews to follow.

**Equal Opportunity Employer:** PATA does not discriminate against any employee or applicant on the basis of race, religion, color, sex, marital status, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income.

**Fine Print:** This position is an at-will position that exists under the direction of the PATA Board. The position does not receive benefits, and there are no benefits available at this time.

**To Apply:** Please send a copy of your cover letter and resume to [samson@portlandtheatre.com](mailto:samson@portlandtheatre.com) or fill out our [online application](#).