

# SEATTLE OPERA.

## **PRODUCTION ADMINISTRATIVE ASSISTANT**

Seattle Opera is accepting applications for the position of Production Administrative Assistant. This is full-time, 40 hour/week non-exempt position reports to the Assistant Director of Production.

## **PRIMARY RESPONSABILITIES**

Provide administrative support to the Assistant Director of Production and other members of the Production Department staff. Serve as a conduit of production information by facilitating inter and intra departmental communications. Generate contracts and show documents, process payroll. Provide customer service support to members of the operas' artistic teams.

## **PRIMARY DUTIES**

- Generate and maintain Show documents, including Production Information Sheets, Show Calendars, and Master Calendars. Maintain rehearsal space use calendar.
- Generate visiting artistic team itineraries and arrange production team travel and itineraries as necessary.
- Process Production Department Payroll, weekly and biweekly, and maintain basic knowledge of relevant collective bargaining agreements.
- Generate and track contracts for orchestra, chorus, actors, corps dancers, costume, hair & makeup, stage management, and music staff.
- Order and distribute parking, backstage passes, and dress rehearsal passes for each production.
- Process outgoing mail for the department and distribute incoming mail.
- Assist with coordinating ongoing and intermittent meetings.
- Assist in maintaining orchestra and chorus personnel databases.
- Assist with data entry, departmental accounting, and research as needed.
- Assist other departments with events as necessary.
- Other duties as assigned.

## **QUALIFICATIONS**

- College degree or equivalent, relevant experience.
- Detail oriented team player.
- Ability to organize and prioritize a wide variety of projects and meet deadlines within a highly dynamic atmosphere.

- Excellent interpersonal skills with ability to work diplomatically within fast paced, demanding environment.
- Must show initiative and be able to work independently.
- Excellent communication and customer service skills.
- Punctuality and reliability are essential.
- Must have advanced skill levels for Microsoft Excel; Microsoft Word; and Claris Filemaker. Familiarity with Tessitura preferred. Ability to lift 25 lbs and climb stairs.
- Working knowledge of stage management or other theatrical management fundamentals and terminology.
- Administrative and office management experience. Familiarity with non-profit accounting practices.

## **COMPENSATION**

Salary DOE. Seattle Opera offers a generous benefit plan including medical, dental, life and disability insurance, and parking.

## **CONTACT**

Qualified candidates are invited to submit a cover letter and resume by email to [jobs@seattleopera.org](mailto:jobs@seattleopera.org) with "Production Administrative Assistant" in the subject line. No phone calls, please. Closing date for this position is September 16, 2016.