

SEATTLE OPERA.

About the Seattle Opera

Seattle Opera is one of the leading opera companies in the US. We are recognized internationally for the quality of our productions and the supportive and nurturing environment for singers and artists. Founded in 1963, the Seattle Opera has been led by Christina Schepplmann since August 2019, the company's fourth General Director.

Seattle Opera is committed to racial equity and to dismantling historic barriers to inclusion. People of Color are encouraged to apply and audition for all Seattle Opera job opportunities. Learn more about our Commitment to Equity and our three-year Racial Equity and Social Impact Plan at www.seattleopera.org/equity.

Located at 363 Mercer Street adjacent to McCaw Hall and on the Seattle Center campus, the Opera Center is home for both the Seattle Opera and KING-FM, a separate non-profit public radio station. Constructed in 2018 at LEED-silver standards, the Opera Center features state-of-the-art facilities for costumes and wardrobe, rehearsals, performances & public outreach and administrative staff.

Office Administrator Job Description

A new position, the Office Administrator will be the first point of contact for employees and guests of both the Seattle Opera and KING-FM. Major responsibilities of this role include welcoming entrants, administering access and security protocols and providing administrative support across the organization. The successful candidate will have a friendly personality, provide great customer service, deal effectively with emergencies, multi-task, and be savvy with technology and computer applications. This position has inter-organizational responsibilities and will work closely with Facilities, Operations and Production/Tech departments. This position will report to the Director of Human Resources.

Primary Duties

- Being the public face for the Opera Center! Welcoming visitors and vendors, you will understand and guide guests as to entry procedures at the Opera Center, including use of the Envoy Visitor Registration system.
- Participating in the management of building security by managing physical keys and arranging security with outside vendors when needed. Maintain the employee directory.
- Safety advocate for the Opera Center including participating in the Floor Warden program, ordering outside security services when events run outside normal business hours, and working with external parties such as Seattle Center.
- Manage all aspects of employee parking and inform vendors and guests for parking options.

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- Work with Volunteer Program and assist with communications and scheduling of volunteers.
- Monitor Covid-19 protocols as people enter the Opera Center to ensure employees, volunteers, vendors and guests are properly informed of the latest COVID protocols and a safe environment is maintained.
- Assist Production and Operations departments in hosting third-party usage of the Opera Center; may include calendaring and scheduling of vendors.
- Miscellaneous administrative functions including purchasing, mail, managing deliveries, etc.

Qualifications

- A high school diploma preferably with strong interest in the arts
- Two or more years of office administration experience
- Comfortable using a laptop and software including MS Office Suite
- Multi-tasking and time-management skills; an ability to prioritize tasks
- Excellent interpersonal and communication skills

Desired Attributes

The successful candidate will have the following:

- A passion for excellent customer service
- An ability to multi-task when front desk gets very busy
- Composed and decisive in pressure-filled situations
- Detail-oriented and eager to learn
- Discretion when working with confidential information
- Ability to work independently and primarily from a single front-desk location

Compensation

Salary \$35,000 to \$45,000 DOE. Seattle Opera offers a generous benefit package including medical, dental, life and disability insurance, paid vacation, sick, and holiday leave.

Contact

Qualified candidates are invited to submit a cover letter and résumé by email to jobs@seattleopera.org with "Office Administrator" in the subject line.