

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 with "Production Administrative Assistant" in the subject line. No phone calls, please. Closing date for this position is September 16, 2016.