



Employment Opportunity

Administrative Assistant

General Job Description: Tampa Theatre is seeking an experienced Administrative Assistant to perform support duties for the Theatre's President & CEO and team. Responsibilities include taking and transcribing committee and board meeting notes; managing calendars; setting up meetings with staff, board members, contractors, clients and vendors; making travel and meeting arrangements; record keeping; screening and directing calls; preparing reports; record keeping; light bookkeeping; and customer relations. The position will require a highly organized individual with strong computer skills, outstanding interpersonal skills, and the ability to work efficiently and seamlessly with all levels of internal management, staff, board members, outside clients and vendors. Sensitivity to confidential matters may be required.

Reports to: Tampa Theatre President & CEO

Illustrative responsibilities:

- Coordinates scheduling and notices with participants of board and committee meetings
- Coordinates scheduling and notices with participants of staff meetings
- Provides members of the board of directors and committees with meeting schedules, notes and supporting materials; facilitates communication between board members and the CEO
- Coordinates board of directors' meeting logistics including meeting notices, location, providing information for technical set up, and lunch arrangements
- Attends board and committee meetings with the CEO; takes notes and transcribes into board and committee meeting minutes
- Assists the CEO with the development of itineraries and agendas
- Manage the CEO's calendar; screens meeting requests and sends out notices and reminders to meeting participants
- Represents the CEO by welcoming visitors, reviewing correspondence, and responding to questions and meeting requests directed to the CEO
- Conducts research and provides analysis as requested by the CEO
- Arranges travel including booking airfare and hotel arrangements
- Answer incoming phone line for CEO, and at times, for Theatre's main line
- Organize and maintain computer and hard copy files for CEO
- Provide other general office support duties as required
- Maintain inventory of office supplies
- Maintain secure employee files including:
 - Maintain sick and vacation leave records for staff members
 - Maintain employee benefits forms
- Provide administrative support to other business office staff as may be required

Interfaces with: All staff, members of the board of directors, visitors and the general public

Office location: Franklin Street Office, Tampa Theatre

Hours: Generally Monday through Friday, 10am - 6pm; due to the nature of the arts and entertainment industry, some occasional evening and weekend time as required by major events

Skills/Qualifications: Minimum of 4 years' experience working as an administrative assistant or in a similar capacity. The successful candidate will present a professional demeanor and appearance and will demonstrate strong interpersonal skills. The following skills and experience are required:

- Computer skills, especially experience and proficiency with MS Office (specifically Word, Outlook, Excel and PowerPoint)
- Administrative support
- Appointment scheduling
- Developing and maintaining filing system
- Planning and organizing meetings
- Maintaining calendars
- Record keeping
- Travel arrangements
- Event coordination
- Preparing reports
- Processing expense reports
- Proofreading
- Taking meeting minutes

Salary and Benefits: This is a full time position. Compensation will be commensurate with experience and accomplishments within budgeted parameters. Excellent benefits package includes medical, dental, vision, life insurance, long term and short term disability insurance, and a 401K match after eligibility is established.

To Apply: Submit resume and salary expectations by email only to job@tampatheatre.org. No phone calls, please.

More information about the organization may be found at www.tampatheatre.org

Tampa Theatre is an Equal Opportunity Employer.