

ADMINISTRATIVE DIRECTOR

JOB DUTIES:

- Track donations, clearances, certificates, advertisements, and other items. Send thank you notes to donors and businesses who place program ads. Notify individuals when their clearances or certificates are about to expire.
- Update and obtain licenses from government entities (food, liquor, games of chance, etc.)
- Order supplies when necessary.
- Create and print programs for productions (typically 6 mainstage productions and one youth production). This includes coordinating with show directors and stage managers to collate program information.
- Solicit advertisements from businesses for the program. This includes ad trades with other local theatres.
- Maintain theatre history binder with news clippings, reviews, etc.
- Maintain Google database: create emails for new members, organize files on Google Drive, update email lists. Onboard new Board members.
- Create FedEx labels biweekly for mailing of financial items.
- Create agendas for and take minutes at monthly Board meetings.
- Conduct feedback surveys after each production.
- Coordinate publicity with local news outlets for each production.
- Answer voicemails and email inquiries or send them to the proper contact(s).
- Register Susquehanna Stage for the ExtraGive.

SKILLS:

- Proficiency with Google products (Gmail, Google Admin, Google Drive, Google Sheets), Microsoft products (Word, Excel), and Adobe products (InDesign, Acrobat/Reader)
- Ability to be flexible as duties are always changing.
- Interpersonal skills: need to coordinate with many people inside and outside the theatre, as well as respond to patrons.