

## OFFICE MANAGER - Job Description

### About Pacific Theatre:

[Pacific Theatre](#) is an art-centric company in the heart of Vancouver which aspires to delight, provoke and stimulate dialogue by producing theatre that rigorously explores the spiritual aspects of human experience. We strive for creative excellence by working with artistic, spiritual, financial and relational integrity. Now in its 39th season, Pacific Theatre is an established part of the Vancouver theatre community: we cherish our 'small but mighty' reputation, striving always to expand our welcome to artists and audiences alike.

Practitioners at Pacific Theatre work on the traditional and unceded territories of the Coast Salish peoples of the Musqueam, Squamish, and Tsleil-Waututh Nations. Pacific Theatre's ongoing work to make our space and our organization anti-racist and equitable continues; you can learn more about our justice and inclusion work via our website ([www.pacifictheatre.org](http://www.pacifictheatre.org))

### Your role:

You are key to the continued success of Pacific Theatre as an organisation. Your attention to detail and conscientious work style are supported by your friendly manner and administrative know-how. You will oversee the scheduling and training of box office and front-of-house staff, and are the primary point of contact for all staff and patrons.

### Additional areas of responsibility:

- Providing support to artistic director for artist availability and scheduling
- Office administrative tasks, e.g. ordering supplies, paper, service calls, etc.
- Coordinating theatre rentals and rental contracts
- Updating and maintaining artist and technician database, and theatre calendar
- Scheduling apprentice (intern) work hours and training

The office manager reports directly to the executive and artistic directors.

### Technical Skills and experience:

- You have a combination of formal education and lived experience which exemplify your exceptional administrative abilities
- You have familiarity with G-suite applications and some experience with ticket or customer database management systems (Theatre Manager a definite plus!)



Workstyle:

- You are comfortable making phone calls, listening to patrons, and working independently on a variety of administrative tasks.
- You take initiative in starting and completing tasks, and are responsive to requests.
- You are keen to work with a small, diverse, and friendly team.

Terms:

- This position is part-time, 25 hrs per week. It is an on-site position, with fixed hours, to correspond with theatre box office hours.
- The salary range for this position is: \$24, 700 - \$26, 650, with benefits, depending on relevant experience

Those interested in applying for this position should send a cover letter and resume to [jennifer@pacifictheatre.org](mailto:jennifer@pacifictheatre.org)