

Part-Time Office Administrator

Department: Administration

Reports to: General Manager

Direct Reports: N/A

Classification: This is a part-time, non-exempt, hourly position

Compensation: \$20/hour, 20-25 hours per week

How to apply: Please submit resume and cover letter to human.resources@longwharf.org. Include in the subject line "Office Administrator"

The Invitation:

Long Wharf Theatre (LWT) is a gathering place dedicated to producing boundary-breaking theatre with and for its kaleidoscopic communities. We believe that theatre is for everyone, and that art and activism can live side by side. We are committed to building artistically innovative theatre with, for, and by the greater New Haven community. We are seeking a Part-Time Office Administrator to support day-to-day operations and upkeep of two busy office spaces in New Haven, CT.

The Work Environment & Culture:

The Leadership at Long Wharf Theatre cares deeply about staff culture and development. Members of the Long Wharf Theatre staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is belief within the organization that great art comes from great relationships. Long Wharf Theatre supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

The Duties (including but not limited to):

- Ensure offices systems are functioning and coordinate solutions when they are not.
- Serve as primary contact for IT management company, and telephone service.
- Serve as primary admin for the organization's Microsoft365 account.
- Manage scheduling of conference room across the organization.
- Assist with new hire onboarding, including ensuring email account, office space, and computer are set up.
- Maintain inventory of office keys and key fobs.
- Oversee maintenance of Canon copier and Pitney Bowes mail machine, serving as main point of contact for both companies.
- Manage mail and shipping functions, FedEx and UPS company accounts.
- Ordering and maintaining stock of office, kitchenette supplies and first aid supplies.
- Entering occupancy and administrative invoices and credit card charges into Blackbaud Financial Edge NXT (FENXT).
- Other projects as assigned by the General Manager and Managing Director.
- Assist General Manager with supplies budgeting.
- Occasional hands-on cleaning and maintenance of office spaces needed.

The Skills & Expertise Needed:

- A valid Driver's License is required for this role, and a driving background check will be run prior to employment.
- Commitment to working within an organization dedicated to advancing anti-racism, gender equity, and radical inclusion.
- Comfort with small maintenance projects, such as hanging bulletin boards and office furniture assembly.
- A solution-oriented thinker who is not afraid to ask questions.
- Comfort with cross-departmental collaboration and internal communication is essential.
- Commitment to participating in open, honest, and accountable team dynamics.
- Strong communication (oral and written) and interpersonal skills.
- Ability to maintain multiple projects simultaneously and successfully meet deadlines.
- Strong organizational skills and the ability to work independently as well as collaboratively.
- Ability to learn web-based software required for the job and for administrative purposes.

- Attend anti-racism, anti-harassment, and safety trainings.
- Provable eligibility to work in the United States.

The Experience Needed:

- Minimum 2 years of experience in an administrative position. We acknowledge that experience comes from many avenues, including work, education, and personal opportunities. If you think your combination of experiences is right for this role, we strongly encourage you to apply.

COVID-19:

- Full vaccination against COVID-19 is required as a condition of employment.
- Masks are required to be worn in office.