

Job Notice:

Immediate Opening For Administrative Assistant at North Carolina Stage Company

Location:

Asheville, NC

Company Overview:

North Carolina Stage Company is a vibrant and dynamic, non-profit, 501(c)3, professional theatre organization located in the heart of downtown Asheville, NC. The mission of NC Stage is to connect people to plays that illuminate the shared human experience. We are committed to producing quality live theatrical productions that engage and inspire our community. As we continue to grow and thrive, we are seeking a motivated and organized Administrative Assistant to join our team.

Position Overview:

As an Administrative Assistant at North Carolina Stage Company, you will play a pivotal role in supporting the daily operations of our theater. This multifaceted position requires an individual with strong organizational skills, excellent attention to detail, and a passion for delivering top-notch customer service. Your responsibilities will encompass a range of tasks, including ticketing, customer service, scheduling Front of House personnel, concessions ordering and POS management, audience engagement, and general office administration support. Position ranges between 30 - 35 hours a week with some evening and weekend hours based on show and event schedule.

Key Responsibilities:

1. Ticketing: Manage ticket sales, reservations, and seating arrangements. Process orders and handle customer inquiries regarding ticketing.
2. Customer Service: Deliver exceptional customer service to patrons, addressing inquiries and resolving issues with professionalism and courtesy.
3. Managing Front of House Personnel: Coordinate and schedule Front of House staff, including ushers, box office, house management concession workers, to ensure smooth operations during performances.
4. Concessions Ordering and POS: Oversee concessions inventory, place orders, and manage the point-of-sale system for concessions.
5. Audience and Engagement: Assist in organizing special events, promotions, audience engagement activities, and content creation to foster a strong connection between the theatre and our audience.
6. General Office Administration Support: Provide administrative support to various departments, including filing, data entry, correspondence, and maintaining office supplies.

Qualifications:

- Previous administrative experience.
- Strong organizational and time-management skills.

- Excellent interpersonal and communication skills.
- Basic knowledge of Microsoft Office, Dropbox, and Google Drive.
- Detail-oriented with a commitment to accuracy.
- Knowledge of ticketing systems and POS software is a plus.
- Familiarity with social media platforms and database management.
- Enthusiasm for the performing arts and a dedication to fostering a positive theater experience for our patrons.
- Theatre or arts organizations experience a plus but not required.

How to Apply:

If you are a dedicated and motivated individual who is excited to be a part of creating professional theatre in Asheville, please send your resume and a cover letter outlining your qualifications and relevant experience to ncstage@ncstage.org with the subject line "Administrative Assistant Application - [Your Name]." Applications will be accepted until November 10, 2023. North Carolina Stage Company is an equal opportunity employer and values diversity in the workplace. We encourage all qualified individuals to apply.

Compensation:
\$30,000

Application Deadline:
November 10, 2023

Location:
Asheville, NC

Email:
ncstage@ncstage.org

Website:
www.ncstage.org