

## **Office Manager/Administrative Assistant**

### **National Theatre**

Reports to: Director of Administration

We are a growing nonprofit with a small team of dedicated and passionate individuals who are committed to shaping the future of this historic institution. Founded in 1835 and situated in Washington DC across from Freedom Plaza blocks from the White House, The National Theatre boasts a rich history as a vibrant cultural cornerstone of the Capitol Region. The theatre's storied past includes its original founding by William Wilson Corcoran, incorporation of elements from the original 1835 foundation in the 1923 reconstruction, poignant moments like Tad Lincoln's attendance on the night his father was assassinated, and triumphant reopening in 1984 following extensive renovations as part of the redevelopment of Pennsylvania Avenue.

The National Theatre has a proud history as a site for pre-Broadway tryouts and has presented a dazzling array of renowned actors, including Sarah Bernhardt, Audrey Hepburn, James Earl Jones, and Idina Menzel, among many others. In addition to serving as a conduit for world-class art, The National Theatre is a true DC institution that has evolved along with the great city it calls home.

The theatre features a 1,700-seat mainstage auditorium and the multi-faceted Helen Hayes Gallery space that hosts full concessions service, special events, and performances. Governed by a nonprofit foundation, The National Theatre is dedicated to delivering exceptional theatre and educational programs to a diverse and sophisticated audience. Our partnership with The National Theatre Group (NTG) ensures that we provide high-quality main stage offerings while fostering community engagement and educational initiatives such as the Saturday Morning Live! program for small children, Teens Behind the Scenes for area high-schoolers, and Community Stage Connections for audience facing barriers to accessing performing arts experiences. The preservation and digitization of its extensive archives promise to further connect the public with its rich cultural legacy.

By joining us, you will be part of a passionate team dedicated to renovating and preserving our historic facility, fostering cultural connection, and participating in our positive work culture. Come grow with us and contribute to a legacy of innovation, inclusivity, and theatrical excellence.

**Position Summary:** The National Theatre Foundation seeks a dynamic and highly organized Office Manager/Administrative Assistant to ensure the smooth operation of our office. This pivotal role will support the Foundation through management of office administrative functions and will contribute to creating an efficient and productive environment for our team.

Key Responsibilities:

#### **Office Management (30% of your time):**

- Oversee and coordinate daily office operations, including maintaining office supplies, equipment, and facilities.

- Develop and implement office policies and procedures to enhance productivity and ensure compliance with organizational standards.
- Manage calendars, schedule appointments, and coordinate meetings, ensuring all logistics are handled effectively.
- Serve as the point of contact for external vendors and service providers.
- Address and resolve any office-related issues, including troubleshooting minor technical difficulties.

**Human Resources (30% of your time):**

- Assist with HR tasks, including onboarding new employees, maintaining personnel records, and coordinating staff training sessions.
- Assist with the administration of employee benefits and ensure compliance with employment laws and regulations.
- Serve as a point of contact for employee inquiries and provide support for HR-related issues.

**Administrative Support (40% of your time):**

- Provide comprehensive administrative support to the Chief Executive Officer, including preparing reports, presentations, and correspondence.
- Provide support to the Director of Administration, Director of Development, Director of Education and Community Programs, and Director of Operations as needed.
- Creating and maintaining project spreadsheets
- Support events and public programs, including events in the evenings and on weekends
- Handle incoming calls, emails, and mail, and ensure timely and professional responses.
- Assist in the preparation and distribution of meeting agendas, minutes, and other relevant documents.
- Maintain accurate and organized records, files, and databases, ensuring confidentiality and security.
- Handle mailings of contracts, vendor payments, and other projects as needed.
- Coordinate travel arrangements and itineraries for staff and visiting performers or guests.

**Required Qualifications:**

- Minimum of 3-5 years of experience in office management, administrative assistance, or a similar role.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking skills, with exceptional attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with office management software.

- Ability to work independently and collaboratively in a fast-paced environment.
- Discretion and confidentiality in dealing with sensitive information (Background check will be required)

**Preferred Qualifications:**

- Bachelor's degree in Business Administration, Office Management, Arts Administration, or a related field preferred.
- A passion for the performing arts and an understanding of the nonprofit sector is a plus.

**Work Environment:**

Office environment based at The National Theatre Foundation headquarters. Schedule will be 5 days a week, possible hybrid, required in office Tuesday-Thursday, with proposed work hours between 10am and 2pm.

Application Process: Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to:

<https://www.applicantpro.com/openings/nationaltheatre/jobs>

Applications will be reviewed on a rolling basis until the position is filled.

The National Theatre Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Join our team and be a part of a vibrant cultural institution that brings the magic of the performing arts to life!