

Job Position: Administrative Associate for Summer 2022 at Children's Theatre Workshop

Reports to: Office Manager Catherine Danford

Job Purpose: To support the administrative work for Children's Theatre Workshop's summer 2022 programs.

Duties and Responsibilities:

- Communications to production and education staff.
- Attending weekly staff meetings.
- Answering phone calls and emails.
- Filing and organizing papers and archival materials.
- Assist with organizing rosters and curriculum for camps and camp set up.
- Assist with playbill, poster, and marketing for productions.
- Assist with front-of-house for all in-house productions Summer 2022.

Qualifications:

- Experience with Microsoft Office programs.
- Ability to work independently if needed.
- Ability to maintain composure and professionalism in high-energy environment.
- Flexibility and problem-solving skills.
- Due to funding requirements for this position, we can only accept applicants ages 18-24.
- Applicant will need to transport self to and from work; driving license and personal transportation is a plus but not required.
- FBI/BCI Fingerprinting required before the applicant begins work.
- First Aid certification required before the applicant begins work.

Working Conditions:

- Hours will generally occur Monday-Friday, 9:00-5:00 pm and weekends during performances. Administrative Associate will receive work schedule at least two weeks in advance.
- Administrative Assistant will work no less than 15 hours a week, no more than 30 hours a week. Position begins May 31, 2022 and concludes August 12, 2022.
- Activities will usually occur at the Ohio Theatre or the Collingwood Arts Center. Administrative Assistant will need to climb stairs and lift up to 15 lbs.
- Computer will be supplied.
- Covid-19 vaccination is strongly recommended.
- CTW shall not discriminate on the basis of race, color, gender, national origin, pregnancy status, religion, economic status or military status with respect to its employment practices, rights privileges, programs, activities, and/or in the administration of its educational programs and activities.

Compensation: Administrative Assistant is paid \$13 per contact hour. Salaries will be paid in the nearest bi-weekly payroll.

To Apply: Send resume and cover letter to Executive Artistic Director Aimee Reid. Email to areid@ctwtoledo.org. Hiring process includes an interview which can be conducted in person. Applications are accepted until positions are filled.