

*Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.*

**Position:** Scene Shop Administrative Assistant

**Department:** Production

**Reports to:** Technical Director (TD)

**Classification:** Part-Time (20 hours/week), Seasonal, Hourly Non-exempt

**Position Start Date:** as soon as available

**Salary:** \$18.00/hour

**Position Overview:**

The Scene Shop Administrative Assistant is responsible for the coordination and execution of logistical and clerical duties necessary to the function of the Scene Shop, Props Shop, and Paint Department.

**Position Responsibilities:**

- Researching, ordering, tracking, maintaining inventories of physical and digital materials, tools, and hardware for all shops
- Maintaining orderly financial filing system
- Maintaining and tracking petty cash
- Maintaining a list of vendors for supplies, equipment, repairs, rentals, etc.
- Providing logistical support for all shop personnel
- Tracking and processing labor needs including scheduling extras/over-hires and planning for non-typical work schedules
- Contracting rentals including forklifts, dumpsters, & trucks
- Updating safety logs as needed in coordination with Director of HR, Equity and Inclusion.
- Coordinating, in cooperation with the Facilities Manager, building maintenance needs including safety inspections, repairs, dumpster removal, etc.
- Scheduling and tracking maintenance and repairs of tools, hardware, and office equipment
- Coordinating and scheduling the transportation of scenery between the Scene Shop and theaters
- Generating, under the guidance of the TD, workflow schedules for each production including key dates, duration of each production process, and detailed build and load-in schedules
- Attending any staff meetings as directed by the TD or Production Manager
- Assisting the TD or Assistant TD in various administrative tasks as designated by the TD
- Maintaining open and frequent communication with the TD regarding all production and departmental concerns
- Preparing memos and emails as appropriate
- Participating in the promotion of a safe working environment for all employees
- Other duties as assigned

**Essential Skills and Attributes:**

- Professional experience in an office and/or theater environment.
- Self-motivated and detail oriented with excellent interpersonal and communication skills.
- Good time management skills.
- Proficient with Office 365 computer programs.
- Ability to multi-task in a fast-paced environment.

**Preferred Skills and Qualifications:**

- Knowledge of Adobe PDF suite.
- Previous experience with an IATSE CBA.

**Work Environment and Physical Demands:**

- Comfortable opening/closing up shop or theater and setting alarm
- Able to lift 10-25 lbs.
- Able to stand, walk, stoop or kneel and comfortable with climbing stairs and ladders
- Driver's license

Employment is contingent upon successful completion of a background check.

The physical demands and safe working expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without reasonable accommodation.

All employees are required to receive the COVID-19 vaccination unless a reasonable accommodation has been approved.

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse's health and safety plan – while at work and outside work – that continues to be updated per latest state and Federal guidelines.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

**To Apply:**

Qualified candidates should submit a cover letter, resume and references to Josh Escajeda, Director of Production, at [Josh.Escajeda@cincyplay.com](mailto:Josh.Escajeda@cincyplay.com) and cc Amy Stier, Human Resources, at [Amy.Stier@cincyplay.com](mailto:Amy.Stier@cincyplay.com). Applications will be reviewed on a rolling basis and the position will be filled as soon as the successful candidate is identified. No phone calls, please.