



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:** Receptionist

**FLSA Classification:** Non-Exempt

**Hourly rate:** \$21.89

**Reports to:** Director of Operations

**Position Overview:**

The Receptionist will handle various administrative functions for the Playhouse and report directly to the Director of Operations. The Receptionist is a full-time, non-exempt position with benefits.

**Position Responsibilities**

- Open building each weekday morning, including unlocking main entrance and reception door, turning on lights, etc.
- Responsible for all mail processing including the distribution of mail, notification for large packages, and preparation of a daily check log based on Finance and Development procedural guidelines.
- Assist Director of Operations in administration of calendars and systems for the utilization of company resources and assets such as meeting spaces.
- Maintain an inventory of office and kitchen supplies and place replenishment orders as needed to ensure efficient operations.
- Make coffee each weekday morning and regularly clean kitchen, including monthly cleaning of refrigerator.
- Provide support and training for office equipment such as copiers, postage machine, and office printers. Coordinate any equipment maintenance or service needs with Director of Operations and third-party providers.
- Serve as the principal liaison for document shredding and document storage, including the management of off-site storage based on the company record retention policy.
- Manage the express mail and large package accounts with FedEx, UPS, and City Dash.
- Provide phone support of incoming administration lines during any work hours not covered where needed.
- Assist Director of Operations in maintaining general administrative office infrastructure, including communicating needs for general office space maintenance, and managing furniture and non-computer inventory including any purchase requests.
- Serve as the first point of contact in welcoming guest artists, board members, vendors and general public into the administrative offices.
- Performs other duties as assigned.



**Education and Experience:**

- High school diploma or equivalent
- Previous office and/or customer service experience is a plus.

**Required Experience**

- Proficiency in Microsoft Office software: Excel, Word, Outlook required.
- Must possess strong organizational skills and attention to detail.
- Must be able to manage multiple projects with competing demands while maintaining commitment to excellence.
- An appreciation for the performing arts and theater in particular is preferred.

**Physical Requirements:**

- The employee is frequently required to stand and walk, and occasionally stoop or kneel.
- The employee may occasionally lift and/or move up to 25 pounds.
- This position is partially sedentary, and the employee is required to regularly see, talk and hear.

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 a reasonable accommodation.

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 [bridget.siedlecki@cincyplay.com](mailto:bridget.siedlecki@cincyplay.com) and cc: Dawn Mundy, Director of HR, Equity & Inclusion at [dawn.mundy@cincyplay.com](mailto:dawn.mundy@cincyplay.com) . Review of applications will be done on a rolling basis until the position is filled. No phone calls, please.