



Kelly Strayhorn Theater
5941 Penn Avenue, Pittsburgh PA 15206
t 412.363.3000 :: f 412.363.3416
kelly-strayhorn.org

Administrative Offices
The Alloy Studios
5530 Penn Avenue, Pittsburgh PA 15206
t 412.363.3000 :: f 412.363.4320



JOB POSTING

JUNE 10, 2013

CONTACT

Catena Bergevin
Managing Director
catena@kelly-strayhorn.org

Operations Associate

Community Theater Project Corporation, dba "Kelly Strayhorn Theater"

- Reports to Managing Director
- Non exempt/part time/30 hours weekly
- Monday–Friday 10 am–4:30 pm (1/2 hr lunch)
- The Alloy Studios, 5530 Penn Ave, Pittsburgh PA 15206

JOB DESCRIPTION

The Kelly Strayhorn Theater seeks an Operations Associate who is an integral part of the organizations administrative team. This position will provide support and continuity to all aspects of the organizations operations and administrative processes and various departments.

The Operations Associate will work closely with the Executive Director and act as liaison to the Board of Directors in coordinating meetings and preparing reports and correspondence. In addition, this position will assist with various financial and programming duties as directed, and manage the database systems with oversight from the Development Manager.

RESPONSIBILITIES

- **Bookkeeping and File Maintenance:** Including preparing bills and payment requests for weekly review; reconciling petty cash accounts, tracking credit card transactions; preparing and submitting weekly bank deposits as well as maintaining filing systems.
- **Rental Contracts:** Provide support to the Event Manager and Programming Department by preparing rental contracts, teaching agreements, and invoices for both KST and the Alloy Studios and tracking payments. This includes maintaining accurate digital as well as paper files.
- **Information Systems:** Input and maintain collected audience data and survey information in coordination with the Box Office Manager. Maintain donor and event records in order to generate accurate reports for purposes of fundraising and facility usage. Establish and execute data entry procedure instructions to insure proficiency and continuity.
- **Correspondence, Scheduling, Office Maintenance:** Coordinate and confirm calendar and meeting schedules for the Executive Director and Board of Directors. Answer phone inquiries, sort mail, organize office systems and oversee office equipment maintenance. Prepare meeting documents and reports as directed and other duties as assigned.



QUALIFICATIONS

The Operations Associate requires a high level of organization, flexibility, maturity, and ability to prioritize tasks independently. Strong communication and written skills are required in addition to keeping a sense of professionalism and a creative approach to problem solving.

Proficiency in Microsoft Office, both Mac and Windows platforms and familiarity with FileMaker Pro database preferred. Computer skills must include common document production applications including Excel, Word, and QuickBooks and the willingness to learn and utilize additional applications.

Bachelor's degree required and interest in the arts as well as work experience in a high-functioning office environment.

Salary will be commensurate with experience.

Please send resume and cover letter to:

Catena Bergevin, Managing Director
catena@kelly-strayhorn.org

No phone calls please. This position is available immediately.