



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

FEBRUARY 4, 2014

CONTACT

Alex Bard
Managing Director
alexbard@kelly-strayhorn.org

Studio Manager/Operations Associate

Community Theater Project Corporation, dba "Kelly Strayhorn Theater"

- Reports to Managing Director
- Exempt/Full-time
- The Alloy Studios, 5530 Penn Ave, Pittsburgh PA 15206

Job Description

The Kelly Strayhorn Theater seeks a Studio Manager/Operations Associate to manage the facility operations for The Alloy Studios building and assist with the business operations of the organization. This is a dual-role position. The Studio Manager role will provide facilities support by maintaining the venue and its equipment, managing building coverage during studio hours, and ensuring a well-kept and functional environment for the staff and venue users of The Alloy Studios building. The Operations Associate role will provide support to the Managing Director by organizing and maintaining financial systems, supporting business-related activity, and ensuring compliance with organizational standards of practice.

Responsibilities: Studio Manager

- Ensure a clean and functional studio environment for working artists and venue tenants
- Maintain the Alloy School's online calendar system and ensure that staff coverage is adequate for all studio-related, non-public performance activity
- Work closely with Event Coordinator to ensure that venue activity is clearly communicated to KST Staff
- Maintain the online Calendar of Events
- Manage a budget for cleaning services and clean the venue as needed
- Manage disposable supplies inventory
- Manage hospitality for artists, staff, and board as needed
- Set-up and strike equipment per individual event requirements
- Maintain facilities and obtain contractor bids for repair services as required

Responsibilities: Operations Assistant

- Prepare payment requests and invoices by following standard protocols
- Maintain the business file management system, keeping meticulous track of key documents
- Manage office supplies, inventory, and business office systems
- Prepare deposits and report on activities involving physical cash on hand



- Field phone calls and direct inquires to appropriate staff members
- Manage incoming and outgoing mail
- Maintain a clean and respectable office environment
- Assist in business development activities as required including data management, phone inquiry fielding, reports, research, and more.

Qualifications

The Studio Manager/Operations Associate is an organized professional with an ability to multi-task between physical and office-related activities. This position will demand an ability to see the big picture of the organization's operations while managing day-to-day tasks.

- Bachelor's degree in Business, Communication, or equivalent experience is required
- Experience with facility management, building systems, and maintenance is preferred
- Work experience in a high-function office environment is preferred
- Knowledge of audio/visual and theatrical production equipment is preferred
- Microsoft Office, Google Apps, Filemaker Pro, and willingness to learn new applications is required.

Salary will be commensurate with experience

Please send resume and cover letter to:

Alex Bard, Managing Director
alexbard@kelly-strayhorn.org

No phone calls please. This position is available immediately.