



## Office Administrator

Theatre Communications Group (TCG), the national organization for theatre, seeks a full-time Office Administrator. The Office Administrator is responsible for administrative tasks of TCG's office in New York City and the Executive Leadership team, comprised of the Executive Director/CEO and Deputy Director/COO.

TCG is currently working remotely, and while there isn't a confirmed date to return to in-person schedules and operations, this position requires that you be able to perform your duties at TCG's office in New York City at least twice per week. Strict COVID-19 safety protocols are followed.

**Theatre Communications Group**, the national organization for theatre with a mission to lead for a just and thriving theatre ecology, is committed to modeling, promoting, and advancing anti-racist and anti-oppressive values to fulfill its mission. Since its founding in 1961, TCG's constituency has grown from a handful of groundbreaking theatres to over 700 Member Theatres and affiliate organizations and nearly 8,000 individual members. TCG advances a better world for theatre and a better world because of theatre. For more info, visit:

[www.tcg.org](http://www.tcg.org).

### What You Will be Doing

#### Executive Office

- Support the Executive Director/CEO and Deputy Director/COO with scheduling and calendar management.
- Make travel plans including plane and train tickets, hotels, cabs, and other arrangements.
- Support and prepare materials for meetings.
- Track receipts and handle expense reports for the Executive Office.
- Support the Board Liaison in coordinating activities for the Board of Directors.
- Assist with other tasks as necessary to ensure the smooth working of the executive team.

#### TCG Main Office

- Act as liaison with external contacts and vendors.
- Ensure that TCG office and staff follow building, safety, and ADA regulations.
- Act as the safety and fire warden for TCG including all associated responsibilities.
- Maintain company electronics and equipment including copiers, phones, a postage machine, an HVAC system, etc.
- Order and keep stock of all essential office supplies as needed.
- Work with COO to oversee the office budget.
- Ensure staff and interns have a physical and remote working space including IT and phone needs.
- Assist with other tasks as necessary to ensure the smooth working of the office.



## What You Need for this Role

The Office Administrator should have a commitment to TCG's mission, core values, and its ED&I work within the workplace and in the field. They should possess a positive, entrepreneurial attitude and be able to work with a diverse staff, Board, and theatre field. Outstanding interpersonal communication skills and exemplary work practices are essential, as are a strong attention to detail and dependability. The successful candidate will have a commitment to learning and growth for oneself and others, and bring a "can-do" enthusiastic disposition to the job. In addition, we are seeking someone who has:

- Strong commitment to anti-racism and inclusivity.
- Experience with being an assistant and managing schedules.
- Proficiency with Microsoft Office Suite and Google Workspace.
- Experience with basic IT troubleshooting.
- Experience with vendor procurement and management.
- Experience with budget management.
- Experience with safety protocols and ADA compliance a plus.
- Ability to lift 25 or more pounds of boxes to a height of 3 - 4 feet unassisted.
- Knowledge of and interest in theatre sector a plus.

## Benefits, Compensation, and Other Information

This regular full-time, non-exempt position will pay an annual salary of \$50,000. TCG also covers 100% of health insurance premiums. Additional benefits include two weeks of vacation, four personal days, paid sick-time, and other company time-off and holidays. Other benefits include a collegial environment that encourages a healthy work-life balance, personal and professional development opportunities through Grow@TCG, free TCG books, and events for staff designed by TCG's "fun committee" to foster a warm, inviting, and friendly office culture.

Staff members also participate in mandatory year-round ED&I, accessibility, and anti-racism trainings. As well as participating on various internal workgroups: TCG's ED&I Workgroup, BIPOC @ TCG affinity space, and Anti-Racist Learning and Action Affinity Space for White TCG Staff.

## How to Apply

Please include "**Office Administrator**" in the subject line and email resume and cover letter in a single attached file to [job@tcg.org](mailto:job@tcg.org). All materials must be sent via email. We will respond only to those resumes in which we have interest.

## Application Deadline

Submit application materials by 7am PST on November 1, 2021. Applicants are encouraged to submit their materials as soon as they're able to. Materials will be reviewed as they are received.



**TCG is an Equal Opportunity Employer** and has a strong commitment to equity, diversity, and inclusion (ED&I) in our hiring process, as well as in all areas of our work. At TCG, we believe that diverse ideas, cultures, and traditions reflect the US's broad diversity and are vital assets that enrich the programs and services TCG provides for the theatre field. We respect the intersectionality of identities and are committed to EDI in our work and workplace. We strongly encourage candidates who identify as Black, Indigenous, and People of Color (BIPOC), LGBTQ+, gender non-conforming and non-binary, neuro-diverse, and people with disabilities to apply.