

JOB DESCRIPTION
WYO THEATER, INC.
Sheridan, WY

JOB TITLE: Executive Assistant / Education & Outreach Coordinator

DATE: September 25, 2017 **CLOSE DATE:** October 20, 2017

REPORTS TO: Executive Director

SUPERVISES: Volunteers

JOB SUMMARY:

The Executive Assistant / Education & Outreach Coordinator has the responsibility of assisting the Executive Director and Assistant Director along with overseeing and coordinating the educational outreach and free school matinee's as part of the WYO's Children's Educational and Family Series. Executive Assistant / Education & Outreach Coordinator works with a degree of independence and exercises independent judgment in performing a wide variety of duties.

The WYO Theater is a 483-seat remodeled Vaudeville space which contracts to bring in traveling shows, provides a venue for local theater and other events. The Mars "black box" theater adjoins the WYO and is a smaller very flexible "open" space. Through a partnership with Sheridan College, it is used as an educational as well as performance space during the school year with events also scheduled by the WYO as needed. The Executive Assistant/Education & Outreach Coordinator must be able to work closely and cooperatively with College theater personnel and as well as others in the community.

JOB DUTIES AND RESPONSIBILITIES:

Bookkeeping/Record keeping:

- Maintain customer, sponsor, and Membership databases in Microsoft Excel & PatronManager
- Accounts Payable including categorizing expenses and issuing checks
- Code receipts and enter deposits
- Accounts Receivable including bill for sponsor payments, program ads and miscellaneous invoices
- ASCAP & BMI reports
- Sales Tax reports
- Prepare fiscal year-end information yearly and audit information to CPA as required

Education & Outreach

- Maintain contact list for free matinee series distribution
- Coordinate and arrange free matinee series attendance
- Coordinate and arrange outreach activities to local schools
- Coordinate and arrange theater workshop series and other educational opportunities

Office Duties:

- Compose and maintain Membership & Sponsor tax-deductible donation letters
- Prepare packets and reports for monthly board meetings and deliver in a timely manner
- Pick up and drop off mail daily
- Take deposits to the bank
- Obtain housing and hospitality for artists
- Act as receptionist
- Maintain filing system
- Organize office
- Order office supplies
- Help with compilation of grant applications and reports

- Assist Executive Director and Assistant Director as required

JOB SKILLS:

- Ability to compose professional correspondence
- Utilize problem-solving skills
- Other duties as required
- Ability to utilize Microsoft Word, Excel and QuickBooks as well as other database and e-mail programs.

Hours: 40+ per week; ability to work nights and weekends on occasion. Must be able to deal with early mornings, late evenings, and last-minute scheduling situations.

Rate of Pay: starting at \$30,500 doe

Benefits: 2 weeks paid vacation and health care

Preferred Candidate Requirements

The Executive Assistant/Educational & Outreach Coordinator may be called upon to address a wide range of issues ranging from customer management to ad sales. Working knowledge of a variety of techniques handling people, deadlines and tasks is required. A calm, cool, dedicated demeanor preferred.

We seek an individual with the ability to plan, develop, schedule and provide the supports required for each event or performance and outreach activity; communicate effectively both orally and in writing; oversee volunteers; maintain inventory of necessary supplies; assist in budget preparation; establish and maintain effective working relationships with representatives of various groups, vendors, co-workers, and others. Ability to think and act independently is critical.

bachelor's degree and/or equivalent experience - minimum 2 years' experience.

To apply: Submit a resume including references and cover letter to Erin Butler at ebutler@wyotheater.com