

Title: Company Administrator

FLSA Status: Non-Exempt

Reports To: Managing Director, Artistic Director

Position Summary

The Company Administrator is responsible for providing administrative support for both the business and theatrical operations of OKC Repertory Theater. This part-time position involves diverse responsibilities, including fundraising support, marketing and audience services, business operations, and assistance with theatrical producing activities. The Company Administrator reports to the Managing Director and Artistic Director, working closely with them to ensure the smooth functioning of OKC Rep's operations.

Compensation Range

\$18-\$20/hour

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Job Duties

Fundraising (Up to 10 hours per week):

- Works with Managing Director to implement and steward OKC Rep's annual fundraising plan.
- Manages and implements a system for providing tax acknowledgment letters for every donation received by OKC Rep.
- Manages and maintains Kindful, OKC Rep's donor database.
- Tracks the administration of donor benefits for Supporters Club members and Sponsors, and ensures they are delivered in a timely and effective manner.
- Assists the Managing Director in the implementation of fundraising events.

Marketing & Audience Services (Up to 5 hours per week):

- Drafts and builds email newsletters
- Coordinates the printing of physical marketing materials, including show programs
- Works with Artistic Director and Managing Director to Coordinate Community Nights and other preview performance events.
- Makes audience and community members feel welcome at OKC Rep by answering phone and email inquiries about ticketing and welcoming audiences at the theater.
- May create Social Media content In collaboration with other team members.

Business Operations (Up to 5 hours per week):

- Receives and organizes invoices and receipts to track company expenses.
- Tracks and Requests timely payment for bills and other expenses.
- Manages and responds to messages in the Info@okcrep.org inbox.

Theatrical Producing (up to 5-10 hours per week):

- Provides general administrative assistance as needed for OKC Rep programmatic activities, including producing, auditions, company management.
- Facilitates availability checks for designers and stage managers.

Supervisory Responsibility

This role has no supervisory requirements

Work Environment

This job operates in an artistic/theater setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Position Type and Expected Hours of Work

This is a part-time hourly position with variable working hours, averaging 25 hours per week. Hours and work shifts may change in accordance with business needs.

Preferred Minimum Job Qualifications, Experience, Education, and Training

Education: Bachelor's degree or equivalent experience

Experience: 1-2 years of experience in a similar role

Additional Eligibility Qualifications

Must be able to accomplish any and all duties with little to no assistance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AAP/EEO Statement

Oklahoma City Repertory Theater is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristics protected by law.