

Office Coordinator

San Francisco Playhouse

San Francisco Playhouse is the second-largest nonprofit theatre company in San Francisco. Having grown from storefront to 199-seat theatre in just 15 years, we are powered by a team of energetic and innovative theatre lovers. Founded in 2003 as a 501(c)3 not-for-profit theatre company, our programming includes a six-play mainstage season and a three-play Sandbox Series of world premieres, plus a Rising Star Education Program for high school students. Refer to our website, sfplayhouse.org, for more information on our company.

Position Overview:

We are seeking a dedicated Office Coordinator who will assist the Administrative Manager in keeping our offices running smoothly. Additionally, this individual will assist with daily and weekly bookkeeping to keep our finances on schedule. This position is ideal for an energetic multi-tasker eager to apply their administrative skills to the behind-the-scenes operations of San Francisco's fastest growing non-profit theatre company. If you can have fun at work while maintaining a professional, positive attitude, you are the person we are looking for!

Starts on: September 4, 2018

Status: Part-Time; Non-Exempt

Hours: approx. 20 hours per week

Schedule: 3 – 5 days a week, Mon – Fri; Mondays required

KEY RESPONSIBILITIES:

Reports directly to the Administrative Manager (AM), while working closely with General Accountant.

- General
 - General office management and organization
 - Manage Incoming and Outgoing Mail and Packages
 - Assist with physical and digital filing for accounts payable, payroll and tax forms.
 - Assist with supervision and training of administrative interns and office volunteers
 - Maintain all current office equipment instruction manuals & General Office SOPs
 - Provide Equipment Troubleshooting Assistance as needed
 - Assist in Facilitation and Set Up of all Board Meetings
 - Weekly Office & Janitorial Supply Orders
 - Assist with Coordination of Internal Company Events (i.e. Staff Outings; Intern Learning Events)
 - Maintain all current job postings for internship and employment positions
 - Assist with Venue Rental coordination and advertising as needed
- Bookkeeping
 - Daily Credit Card Reconciliations
 - Weekly Payroll Processing for all Actors and AEA Stage Managers
 - Weekly Accounts Payable Bill and Payment Processing
 - Maintain Accounts Payable SOPs
 - Assist with executing and gathering contracts & paperwork for all Actors and AEA Stage Managers

- Provide union and non-union timesheets to Stage Managers on all productions
 - Submit DE-542 Filings on Independent Contractors every 20 days
 - Assist with Annual Filings of W-2s, 1099s and Business Registration Renewal
- Other duties as assigned

Qualifications:

- Minimum Associate's Degree, OR comparable professional experience
- One to Two Years' Experience in General Office Administration
- Background in Theatre Arts and/or Nonprofit Organizations preferred
- Payroll Processing Experience a Plus
- Computer Savvy - PC Proficiency Required; Mac Proficiency a Plus
- Intermediate to Advanced Skill in Microsoft Office, with a Strong Emphasis on Excel
- Demonstrated Experience with Quickbooks, or comparable accounting software
- Keen Attention to Detail
- Strong Organization and Time Management Skills
- Must be a Flexible Team Player who can also Work Independently
- Ability to lift 20 – 30 lbs. required

Compensation:

- \$15 per hour
- Benefits:
 - Paid Sick Leave (per state and local ordinances)
 - Pre-Tax Commuter Benefits
 - HCSO Compliant Health Expense Policy
 - Access to live theatre around the Bay Area, as well as discounts with multiple vendors