



Position Title: Administrative Assistant

Reports to: Executive Artistic Director and Operations Manager

Coordinates with: Executive Artistic Director, Production Manager, Operations Manager, Patron Services Manager, Education Manager, Advancement Manager

Status: Part Time, Hourly 10 - 15 hours per week, Non-Exempt (Potential for Full Time)

Salary: \$15.00 - \$20.00 per hour commensurate with experience and skills

Benefits: Flexible schedule and Free Parking

Job Description

The **Administrative Assistant** provides essential support across multiple departments within the theatre, including Advancement (fundraising and marketing), Education (class scheduling and customer service), Operations (financial organization and bookkeeping), Patron Services (group scheduling), and Artistic and Production (script and contract management). This role ensures the efficient operation of Park Square Theatre by maintaining records, organizing files, assisting with communications, and supporting general administrative functions. The Administrative Assistant acts as a liaison between departments, helping to foster a collaborative and organized work environment.

About Park Square Theatre

Park Square Theatre is one of the Twin Cities leading professional Equity theatres. We are dedicated to producing area premieres of Broadway and Off-Broadway contemporary American plays and musicals along with world premieres of new works. Park Square has an extensive education program that serves young artists from K -12.

Our mission is to bring generations together through stories and experiences that touch the heart, engage the mind, and uplift the spirit. Our purpose is to uplift audiences and artists through exceptional live performances, cultural experiences, and educational programs that foster connection, empathy, and inclusion. We envision a thriving artistic hub in downtown Saint Paul - where people of all ages and identities feel welcomed, engaged, and celebrated.

PST encourages applications from qualified candidates of historically marginalized people, including Black, Indigenous, Asian, and Latinx persons, persons with disabilities, persons from across the spectrum of sexual orientation and gender identity, and those with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and working to remove barriers in employment policies.

Key Responsibilities

Advancement & Marketing Support

- Assist with donor and patron database management through Salesforce (Patron Manager).
- Support fundraising efforts, including mailings, donor acknowledgments, and event coordination.
- Contribute to marketing initiatives by organizing digital assets and assisting with promotional materials. (Including but not limited to social media, press releases, communication with press, etc.)
- Assist in grant calendaring

Education Support

- Help coordinate classes and scheduling of teaching artists and overall education department support

Operations & Financial Organization

- Support bookkeeping tasks such as invoice tracking and financial documentation.
- Maintain organizational records, filing systems, and expense tracking.
- Order office and production-related supplies as needed.

Production & Artistic Administration

- Manage and organize scripts, contracts, and production documents.
- Assist with scanning, filing, and maintaining digital archives for production materials.
- Convert physical calendar into digital google calendar - maintaining up to date events.

Patron Services Support

- Assist in conducting box offices hours
- Schedule and coordinate group sales (calling schools, retirement communities, etc.)

General Administrative Support

- Keep Park Square Theatre's Google Drive and internal filing systems organized.
- Assist with scheduling, correspondence, and meeting preparation across departments.
- Serve as a liaison between various departments to ensure smooth operations.
- Organize physical spaces including rehearsal rooms, library, conference rooms, and storage rooms.
- Any other tasks as needed that come up in the regular operations of a professional theatre.

Ideal Candidate Qualifications

- Highly organized with strong attention to detail and follow-through.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks, prioritize responsibilities, and problem-solve proactively.
- Experience with administrative tasks such as record-keeping, database management, and office coordination.
- Proficiency with Google Suite; familiarity with Salesforce (Patron Manager) or other CRM systems is a plus but not required. We can provide training with Salesforce (Patron Manager).
- A collaborative mindset and enthusiasm for supporting a nonprofit arts organization.
- Previous experience in a performing arts or nonprofit setting is a bonus but not required.

Compensation & Schedule

- This is a part-time position with a flexible schedule.
- Hourly wage is commensurate with experience.
- Opportunities to engage with theatre productions, special events, and professional development within a thriving arts organization.

How to Apply

Interested candidates should submit a **resume and cover letter** detailing their interest in the position and relevant experience. Applications will be reviewed on a rolling basis until the position is filled.

Send resume to Charley Libra, Operations Manager
libra@parksquaretheatre.org

Please label your email attachment like this
LAST NAME, FIRST NAME - RESUME/COVER LETTER
I.e. Smith__Mary__Resume_Cover_Letter

Join Park Square Theatre and be part of a team dedicated to creating inspiring theatrical experiences for our community!

parksquaretheatre.org