

Administrative Manager

Salary: \$34/hour

Job Type: Part-Time, Non-Exempt

Schedule: 24 hours/week; Tuesday, Wednesday, Friday 10AM-6PM

Position Overview

Founded in 2003 as a non-profit organization, San Francisco Playhouse is the Bay Area's premiere mid-sized theatre company. We are looking for a dynamic and detail-oriented Administrative Manager to manage the day-to-day administrative operations of a \$4MM non-profit theatre. This position collaborates with senior staff to ensure the organization has tools and systems to function efficiently to deliver six exceptional mainstage productions annually and educational programming, including the Rising Star high school attendance program. The ideal Administrative Manager brings a high level of initiative, knowledge of human resources and ability to organize and build effective systems along with non-profit administration experience, and a love for live performance events.

The Administrative Manager reports to the General Manager.

Key Responsibilities

Human Resources

- Facilitate recruitment for new positions
- Execute onboarding and offboarding processes for staff members
- Perform new hire orientations
- Facilitate annual performance reviews
- Ensure employee and supervisor anti-harassment training is done regularly according to state and federal regulations
- Assist Human Resource team to keep the company compliant with all San Francisco and California Employment laws as well as local safety, health, and environmental regulations

Operations

- Manage regular maintenance and ongoing improvement of the day-to-day administration of the company including office systems, internal communications, company information, etc.
- Manage facility health and safety plans by updating protocols regularly, developing and executing staff training materials, as well as overseeing staff adherence
- Manage space rentals by responding to rental inquiries, preparing rental contracts, as well as designing a strategy to increase rental activity and income over the next three years
- Receive, process, and distribute incoming mail

Finance

- Scan and deposit incoming donations and other checks weekly
- Manage reconciliation of Box Office and Concessions cash received weekly
- Review vendor contracts to ensure best value for our money
- Support the team in processing biweekly payroll and alert/oversee any issues that arise via Rippling to ensure a smooth payroll process

Qualifications

- Highly organized, efficient, and curious nature
- At least 3 years previous experience in a management position
- Proficient in Microsoft Office, particularly Word, Excel & Outlook
- Strong communication and interpersonal skills
- Excellent time management skills
- Ability to identify and solve problems as well as act on one's own initiative
- Ability to act with integrity and observe confidentiality
- Positive, enthusiastic, and flexible attitude

Benefits

- San Francisco Sick Leave
- Paid Holidays
- Workers Compensation
- Commuter Benefits
- Retirement Savings Plan Enrollment
- Complimentary Performance & Event Tickets
- Qualified Medical Expense Reimbursements

How to Apply

Please submit your resume and a cover letter outlining your relevant experience along with three professional references to jobs@sfplayhouse.org.

We are an equal-opportunity employer and encourage applicants from all backgrounds to apply.