Office Manager
Salary: $32/hour
Job Type: Part-Time, Non-Exempt
Schedule: 25 hours/week; 5-hour Shifts; Monday-Friday

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 Office Manager to support the day-to-day administrative operations of a $7MM non-profit theatre. This position collaborates with all staff to ensure the organization has tools and systems to function efficiently to deliver seven exceptional productions annually across the mainstage and off-site locations. The ideal Office 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 Office Manager reports to the General Manager.

Key Responsibilities

Human Resources:

- Perform on- and offboarding procedures in Rippling for all employees.
- Perform new hire orientations and coordinate first week schedule with hiring managers.
- Facilitate recruitment for new positions by gathering job descriptions, posting, and filtering resumes for hiring managers.
- Facilitate annual performance reviews and ensure they are completed on a timely basis.
- Prepare monthly State of the Office (SOTO) Newsletter for companywide distribution.
- Ensure employee and supervisor anti-harassment training is completed 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:

- Monitor and maintain administrative supplies throughout all theater facilities including rehearsal studio, performing routine inventory checks and ordering supplies as needed.
- Ensure storage of supplies in various locations is neat and easily accessible.
- Receive, process, and distribute incoming mail received at the 450 Post St theater location.
- Ensure shared workspaces are organized, tidy, and operating effectively.
- Order, setup, and facilitate cleanup of lunches or other meals provided at staff or board events.
- 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.
- Send reminders for companywide events and deadlines.
- Support the regular maintenance and ongoing improvement of the day-to-day operations of the company including office systems, internal communications, company information, etc.
- Support managers with administrative needs.

Finance:

- Manage reconciliation of Box Office and Concessions cash received daily.
- Maintain Concessions and Admin petty cash reserves, making change at the bank as needed.
- Support Administrative and Concessions expense reporting processes in Expensify weekly.

Qualifications

- Highly organized, efficient, and curious nature
- At least 3 years previous experience in an administrative or similar 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.