



Job Title:	Office Manager		
Department/Group:	Shoestring Theatre, Inc.		
Location:	380 South Goodwin St. Lake Helen, FL 32744		
Level/Salary Range:	\$10.00 an hour Part Time Position 10-20 Hours a week	Probationary Period:	30 day & 90 day board review

Job Description

Role and Responsibilities

Shoestring Theatre, Inc. is in search of an energetic, self-motivated individual who is passionate about Shoestring’s mission, has exceptional customer service skills and is able to work with and maintain relationships with Shoestring vendors and volunteers. This position reports to the Board.

Qualifications and Education Requirements

Positive customer service references; ability to self-motivate; time management; flexibility during peak show times; and professionalism.

Preferred Skills

Willingness to learn and share the passion for Shoestring theatre and its mission. Reliable transportation a must, close proximity to Shoestring Theatre preferred. Detail oriented with excellent verbal and written communication skills. See attached for further description of duties.

Mission

The Shoestring Theatre Inc. Mission is to provide live theatre and music to entertain, inspire, and enrich the community; to encourage youth and adult participation, to provide educational opportunities through a variety of theatrical experiences both on and off the stage, and to encourage volunteerism.

**Interested Applicants: Email resume and 3 professional references to
info@shoestringtheatre.net**

Key Position Responsibilities:

- a. Serve as the primary contact for Shoestring Theatre
- b. Maintain communications with the Board President, Vice-President, and/or assigned alternate
- c. Keep the Board apprised of the status of community initiatives that effect Shoestring Theatre
- d. Written correspondence (such as Thank you notes) as necessary
- e. Managing the Volunteer database and placing calls out to volunteers as needed

Other Operations

- Work with Box Office Manager to coordinate responsibilities including: phone and email messages, ordering of scripts/ acquisition and payment of rights, returning musical materials to the publishing group, coordinating and sending out audition notices, media packets, etc.
- Implement Board policies
- Work with Board, Marketing Coordinator, and show directors in developing quarterly content for the Newsletter within necessary deadlines; Marketing Coordinator to compose and disseminate
- Notify board of community meetings and coordinate volunteers to represent Shoestring at such meetings
- **Serve as Back-up to Box Office Management**
 - Manage Tix ticketing software working with box office staff
 - Ensure smooth transactions and optimal customer service
 - Maintain financial supervision over ticket sales
 - Supervise and coordinate with box office management to ensure box office is properly staffed for all productions.
 - Learn and become proficient with all aspects of box office management including the use of the TIX software.