

ADMINISTRATIVE ASSISTANT

Aggie Theatre

Position Description

General Description:

This position is ideal for a self-motivated person interested in an entry-level position in the music business. This position is part-time with a flexible schedule as their schedule will fluctuate based on show dates and peak seasons. An ideal candidate will be available regularly M-F 10 AM -2 PM, working approximately 15 hours a week and can maintain flexibility for other time-periods if periodically needed. The role provides administrative support for the General Manager while also having overall responsibility for FCE office systems for a productive office environment. The ideal candidate should be detail-oriented and possess the ability to provide professional, courteous, and confidential assistance while maintaining a high level of independence. The position responsibilities include but are not limited to the following:

Duties and Responsibilities:

- Provide direct administrative support for the General Manager and assist members of the management team as needed.
- Learn and maintain office and building systems including the copier and phone systems. Be proactive with maintenance, ordering supplies, and troubleshooting systems.
- Order and keep stocked office and venue supplies for the Aggie Theatre.
- Assist GM with building maintenance scheduling and schedule venue cleaning with applicable vendor.
- Maintain the Aggie break room areas and supply closets clean and stocked.
- Handle mail distribution and shipping for offices.
- Direct incoming calls, answer customer service emails, and update outgoing messages as needed in the phone system as needed.
- Collect and submit necessary documentation for accounting, adhering to set deadlines.
- Orient new employees on new hire paperwork and onboarding procedures.
- Complete bank runs several times per week, maintaining the cash-flow of the venue.

Knowledge/Skills/Experience:

- Excellent communication and interpersonal skills with a focus on confidentiality.
- Ability to organize and implement administrative procedures and policies.
- Operate in a time-efficient manner.
- Follow-through to completion with projects.
- Maintain confidentiality and discretion with company information.

Reporting Relationships:

Reports to: General Manager

Required Qualifications:

One year of office experience with excellent written and communication skills
MS Office, Google Suite, and programs pertinent to the performance of the position
Cash handling experience is a bonus.

Physical Requirements:

Duties require lifting and/or carrying of objects weighing up to 20 pounds. Must be able to climb stairs.

Additional Qualifications:

Every employee at Fort Collins Entertainment is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality experience through every action taken.