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## **POSITION: Operations Administrator**

**Title:** Operations Administrator / bilingual

**Reports to:** Executive Director

**Hours:** 10 am to 6 pm; full-time salary with some benefits, or an independent contractor arrangement for 40 hrs. a week (negotiable).

**Benefits:** Benefits for full-time salaried staff include partial health insurance coverage, paid holiday and vacation time, and personal and sick leave. GALA Theatre is an Equal Opportunity Employer.

**GALA Theatre** is a nonprofit organization whose mission is to create and present theatrical works which reflect the Latino experience and build bridges between diverse communities. The company has been in existence for 42 years and operates performances out of a state-of-the-art theatre on 14th Street in the Columbia Heights neighborhood of Washington, DC with offices located seven blocks away from the theatre, across from Meridian Park on 15th Street.

**Job Summary:** The Operations Administrator is responsible for the management of the administrative office and box office, and supports the daily work of management, production, development, and marketing staff.

### **Duties and Responsibilities:**

1. Works closely with the Executive Director on financial management, including preparation and filing of vendor pay requests, preparation of bank deposits, annual audit preparation, and coordinating work with the organization's accountant/bookkeeper.
2. Oversees grantor and donor correspondence, filing, and tracking grant funds.
3. Acts as a liaison and supervisor to the Box Office Manager, taking phone reservations and pulling seats from the online ticketing system (Audience View).
4. Reviews box office reports, does reconciliations, and shares information on attendance and ticket income with staff.
5. Manages Audience View patron database to maintain the most accurate mailing list. This is co-managed with Marketing staff.
6. Manages and maintains office systems, including telephones, fax, computer systems, and general email inbox; handles inventory and orders supplies; answers phone, takes messages, and handles administrative updates; assists with database updates.
7. Acts as office manager, communicating effectively between departments and relaying employee schedules and needs to the Executive Director, and addressing patron concerns as the main point of contact.

## Requirements

- Must be fully bilingual (speaking, reading, writing) in Spanish/English
- At least two years of college experience or comparable work experience
- Strong organizational and communication skills; flexible and mature interpersonal & customer service skills; initiative; a strong work ethic; and the ability to work alone and within a group
- Detail-oriented and with high multi-tasking capabilities
- Pro-active, diligent, and solution-minded
- Strong computer skills in MS Word and Excel, and experience creating written reports
- Adobe Photoshop and In-Design, knowledge of HTML not required but a plus
- Experience working in performing arts, not required but a plus

**To apply:** Submit cover letter and resume by July 17, 2022 to Rebecca Medrano, Executive Director via email at [Rebecca@galatheatre.org](mailto:Rebecca@galatheatre.org). Salary negotiable, based on experience.

*GALA Hispanic Theatre is an equal opportunity employer. GALA will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, religion, color, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*