



Lookingglass Theatre Company
April 2018
Full Time / Non-Exempt Position
Some weekend and evening hours
ADMINISTRATIVE COORDINATOR

Lookingglass Theatre Company in Chicago seeks a full time Administrative Coordinator. This position provides full administrative support to the Artistic Director and Executive Director, as well as a variety of general office duties. This position primarily reports to the Artistic and Executive Directors; and works closely with the General Manager as well as other staff and departments. Although the primary focus of the position is general office duties and supporting the AD & ED, this position also needs a strong aptitude for technology. Discretion and confidentiality are key to success in this position

Lookingglass is a registered 501(c)3 nonprofit charitable organization which produces an average of four productions per year in our intimate 200-seat theater in the historic Water Works on Michigan Avenue. The company produces off-site events, and the Education Department works with hundreds of students in classes, summer camps and in-school residencies year-round. The Administrative Coordinator works collaboratively with multiple staff members at Lookingglass Theatre Company to achieve the goals set forth by company leadership and to serve the mission of the theatre.

RESPONSIBILITIES

The Administrative Coordinator is responsible for supporting the ED & AD, being the point person for general office systems and procedures at Lookingglass, as well as day to day catch-all tasks as needed by the company and staff.

Primary support tasks for ED & AD:

- Schedule, coordinate materials and provide hospitality for all meetings, including artistic workshops and retreats
- Schedule and maintain appointment calendars (using MS Outlook), make all necessary travel arrangements, including accommodations and air travel for out of town meetings.
- Prioritize, draft and prepare correspondence, maintaining individual and institutional files on all contacts.
- Takes minutes for the weekly Department Heads Meeting, and other meetings as requested
- Coordinates hospitality as needed, for both internal activities and external meetings.
- Other projects as assigned

Primary General Administrative Tasks

- Trouble shooting printer, computer and phone problems, and acting as liaison to third party computer support
- Monitoring a system of backups and ensuring backups are taken off-site weekly
- Helping identify needs for software and hardware upgrades
- General office includes ordering office supplies, keeping the postage meter full and updated, organizing general office clean up days, and other shared office tasks.

Requirements:

- Microsoft Office suite – particularly Outlook
- Discretion and confidentiality
- Ability to work autonomously
- Experience or interest in theatre or not for profit industry preferred

Familiarity with and/or an aptitude with any of the following a plus:

- Microsoft Windows 7, Windows 8-8.1, Windows 10, OSX, Microsoft Office 2010, 2013, 2015, and 2011 for Mac
- Microsoft Active Directory Domain Services
- CRM
- Adobe Acrobat and Creative Suite
- Remote Desktop
- Connections Office 365

The ideal candidate will be able to assess and prioritize tasks, be flexible, patient and keep a sense of humor and perspective. Equally important is the ability to work in an open concept style office and having effective written and oral communication skills. Position is full time salaried with benefits which includes a competitive benefits package. This is an entry level position.

Lookingglass is an equal opportunity employer. Salary is commensurate with experience and comparable not for profit positions.

To apply, please send cover letter, resume, and salary history to Michele Anderson, General Manager, manderson@lookingglasstheatre.org with the subject line "Administrative Coordinator Search". No phone calls, please. Position is full-time salaried with competitive benefit and time off package.