



# OLYMPIA FAMILY THEATER

## Operations Coordinator Job Description

---

### **About Olympia Family Theater (OFT)**

Olympia Family Theater's mission is to engage audiences of all ages in performances and programs that entertain and educate. We have been serving families in Thurston County and surrounding areas since 2006. From humble beginnings, OFT has become a thriving non-profit arts organization engaging thousands of children and their families each year. To date we have produced nearly 60 shows in our mainstage season, including 5 world premieres.

### **About the position**

Olympia Family Theater is seeking an Operations Coordinator who can collaborate with our Staff to ensure efficient operations for the next year. *This is a temporary position starting July 15, 2022-June 30, 2023.*

Duties to include:

- CRM database management, i.e. de-duping patron records, managing registrations and ticket sales, generating reports etc.
- Wordpress website updates in collaboration with Deputy Director and Communications Director
- Box office and front of house support for productions and/or events
- Education department support, i.e. generating reports, providing onsite supervision for youth classes
- Production management and production support, i.e. supporting first rehearsals, production meetings, tech rehearsals, volunteer work parties etc.
- Special event coordination, i.e. assisting with planning fundraisers, community events etc.
- Represent OFT in the community at events and/or meetings

### **Skills & Qualifications**

- Share OFT's commitment to an anti-racist and pro-justice practice
- A strong interest in the arts
- Attention to detail
- Basic computer skills, including comfort with Google Drive
- Strong written and verbal communication skills
- Willingness to learn and an ability to work both independently and as part of a close-knit team
- Ability to talk to, and connect with, people from all walks of life
- (Desired) Experience with social justice and/or community organizing work
- This position is funded by a grant from Pacific Mountain Workforce Development Council. To be eligible for this position, the successful candidate must be 1) a resident of Thurston County AND 2) meet the definition of "underemployed" or "unemployed" as defined by Pacific Mountain Workforce Development Council.



# OLYMPIA FAMILY THEATER

## **Compensation**

This is a 32-hours per week position, paid at \$25.00 hourly. We will provide a laptop for both remote and onsite work, and a \$300 monthly healthcare reimbursement. We also provide flexible working hours, and a generous vacation policy.

## **To Apply:**

**Email the following documents to Lily Raabe, Artistic Director: [lily@olyft.org](mailto:lily@olyft.org) by June 29, 2022.**

- Cover letter describing your experiences
- Resume
- Name and contact for two references

*We encourage applications from BIPOC (Black, Indigenous, and people of color), Women, LGBTQ+, and people with disabilities. OFT is committed to being an antiracist organization and strives to remove barriers that might discourage any person from working here.*