

Office Assistant

ABOUT A NOISE WITHIN

A Noise Within has been called “an oasis for those who love classic stories” by Los Angeles Times and is a leading regional producer based in Pasadena, Calif. ANW’s award-winning resident company is committed to representing the entire community at their state-of-the-art, 324-seat performance space. In addition to producing world-class performances of classic theatre, the organization runs robust education programs with the goal of inspiring diverse audiences of all ages, and a community-centered program – Noise Now – that expands our family by engaging with our neighboring communities and peer organizations.

ANW believes in working hard on our anti-racist practice across the whole organization. By interpreting our mission to fully engage audiences through community and artist-centered work in multiple creative disciplines, ANW is striving to be a theatre that better serves our entire community.

GENERAL POSITION DESCRIPTION

Reporting to the General Manager, the Office Assistant will provide organizational and administrative support for A Noise Within and is responsible for providing vital office support for our nonprofit theater mission. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be motivated to learn about all the different departments it takes to run a successful theater company as the position interacts with all departments. This person will be comfortable working with a high degree of attention to detail while on deadlines as well as incorporating new and effective ways to achieve better results.

RESPONSIBILITIES:

- Provide administrative support for A Noise Within’s Artistic and Administrative departments
- Perform administrative tasks including answering and directing phone calls, email correspondence, meeting minutes, mailings and deliveries, coordinating meeting room calendars, and conducting research
- File and organize records, invoices, and other important documentation
- Oversee and order office supplies, anticipating requirements, stocking supply stations
- Keep the office clean, stocked, and organized throughout kitchenette, conference room, stock and storage rooms/closest, and communal areas
- Resolve office-related issues and facilitate IT requests

- Submit work orders and schedule repairs for facilities, general office space, equipment, and connecting with and escorting vendors as necessary
- Provide ad-hoc support to departments (development, education, marketing, and production) as needed
- Other duties as assigned

QUALIFICATIONS:

- Prior experience in the performing arts, customer service, and/ or office administration preferred
- College degree or equivalent work experience

SKILLS & ABILITIES

- Ability to perform clerical tasks effectively and efficiently
- Excellent communication skills
- Ability to take initiative to problem-solve
- A good team player
- Demonstrates a commitment to equity, diversity, and inclusion initiatives and values, and to an anti-racist work culture

COMPENSATION & STRUCTURE:

The position is full time, non-exempt with a salary of \$18 per hour.

- Reports to: General Manager
- Key Collaborations: Administration, Production, Education, Marketing, Development, and Artistic teams
- ANW currently works on a hybrid office model with 2 days remote and 3 in-office in a typical week
- Some nights and weekends required

BENEFITS:

- Company-paid HMO (employees may “buy up” to additional offered coverage)
- 11 paid holidays and one floating day
- Paid vacation and sick time
- Company-matched benefit savings plan
- Flexibility of potential hybrid work structure.

To apply, please send a cover letter and resume to mbateman@anoisewithin.org. Please include “Office Assistant–Candidate Last Name” in the subject line. Please, no follow-up calls. We invite candidates to review our anti-racism efforts here: www.anoisewithin.org/equity-diversity-inclusion-at-anw. Candidates of color and from diverse backgrounds are strongly encouraged to apply.