

Monday, October 16, 2017

Full-Time Administrator at Mabou Mines

Company: Mabou Mines
Location: New York, NY

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Mabou Mines is an artist-driven theater collective, generating original works and re-imagined adaptations of classics. Work is created through multi-disciplinary, technologically inventive collaborations among its members and a wide world of contemporary filmmakers, composers, writers, musicians, choreographers, puppeteers and visual artists. Founded in 1970, the current company members include Founding Artistic Director Lee Breuer and co-Artistic Directors Sharon Fogarty, Karen Evans Kandel and Terry O'Reilly and Associate Artists Clove Galilee, Maude Mitchell and David Neumann.

Mabou Mines' annual programs include the development and premiere of new work through workshops, residencies, remounts of productions from our repertory, as well as national and international touring. The Company serves the artistic community by mentoring emerging artists, and creating opportunities for strengthening the city's cultural landscape via our longstanding Resident Artists Program (RAP) and our new diversity initiative, SUITE/Space.

Mabou Mines will return to the 122CC in fall 2017 where we will take over the remodeled former Performance Space 122 second floor theater. For the first time, Mabou Mines will have a 1700 sq. ft., 99-seat theater.

Position Summary

We are seeking an Administrator to work with us on the day-to-day operations including scheduling, general office administration, and customer service on the phone and in person. This position reports to Mabou Mines Executive Producer and Co-Artistic Director.

Responsibilities

- Coordinate office activities and operations
- Manage calendars for rehearsal studio, theater, and Company members
- Maintaining rehearsal room inventory (chairs, tables, etc)
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Maintain inventory of media assets (photos and videos of theatrical production) – digital files (hard drives, vimeo, dropbox) and printed files
- Organize and maintain press files, and google alerts
- Manage Company email addresses (info, admin and one gmail address), processing and forwarding all relevant incoming emails
- Monitor social media and support Marketing team in implementing Social Media campaigns
- Coordinate Merchandise sales
- Track stocks of office supplies and place orders when necessary
- Assist colleagues whenever necessary

Requirements

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and additional knowledge of image and video editing software
- Interest and passion for experimental theater
- Fulltime availability M-F daytime (35 hr/ week) to be discussed with the right applicant

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