



PLEASE POST

Opening for Administrative Associate

Kaiser Permanente's Educational Theatre, kp.org/et/ncal, provides health education to students in grades K-12 through award-winning live theatre programs.

Position Summary:

Provides administrative support to department and staff. Interpersonal skills, email and phone etiquette are very important. Performs a variety of routine administrative duties that have set procedures or precedents as well as more complex assignments. The position requires daily phone communication and almost constant computer use (database and email).

Education/License/Certification:

Bachelor's degree or equivalent experience in theatre, education, health services, social services, or related field required.

Duties and Responsibilities include:

- Develop and maintain relationships and correspondence with internal KP contacts and vendors
- Regular and accurate data entry of expense reports and invoices into Quickbooks accounting program
- Input and maintain department master calendar
- Performs data input and maintains established databases. May collect and research information or data needed by manager or staff
- Functions as department resource in installation, application troubleshooting, and training in use of computer and mobile phone hardware and software, coordinates hardware and equipment repairs
- Primary contact for space facility management issues
- Supports the efforts of, and is a member of the safety committee and building emergency response team
- Special projects could include coordinating special events for department, participation in establishing policies and procedures for the department, and assisting with coordination of training sessions
- Assist with inventory tracking and ordering of promotional materials
- Arranges meetings, conferences and travel itineraries
- Orchestrates and organizes project meetings, schedules, and materials such as agendas, timelines, reports, and presentations
- Screens telephone calls/visitors, refers to appropriate staff member; determines which requests should be referred to others
- Responds to internal and external requests for information relating to established departmental policies and procedures

- Purchase department office supplies
- Participates in overall administrative duties, functions and goals, including attending all production staff meetings and staff development trainings
- Researches issues and provides recommendations
- Maintains confidential department files and records
- May provide training/direction to other personnel
- Participate in internal and community promotion of the programs
- Consistently support compliance and the Principles of Responsibility (Kaiser Permanente's Code of Conduct) by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state, and local laws and regulations, accreditation, and licenser requirements (if applicable), and Kaiser Permanente's policies and procedures
- Some driving, air and occasional overnight travel may be required
- Some lifting required
- Performs other related duties as assigned by management
- Accountable for consistently demonstrating the knowledge, skills, abilities, and behaviors necessary to provide superior and culturally sensitive service to each other, to our members, and to purchasers, contracted providers and vendors

Qualifications:

- Positive, team-player with strong written and verbal communication skills
- Excellent telephone communication skills and demeanor
- Strong customer service and interpersonal skills required to communicate effectively with all levels of personnel internal/external
- Must be able to work in a labor/management partnership
- Previous related experience in performing arts environment a plus: touring theatre, stage management, production coordination, and/or administrative work
- Experience working in diverse communities
- Knowledge of primary and secondary level schools and non-profit organizations is preferred
- Ability to effectively coordinate multiple projects with a high level of detail, use time management skills, prioritization skills, organizational skills, and independent judgment in order to maintain high productivity amidst competing priorities, tight deadlines, and constant interruptions
- Excellent project management and consulting skills
- Ability to balance assessment of the big-picture and maintain accountability for the details
- Strong proficiency preferred in FileMaker Pro, MS Word, Excel, Outlook & PowerPoint

Full-time position available May 1. Salary DOE, excellent benefits. An equal opportunity/affirmative action employer.

TO APPLY please visit our website, kp.org/et/ncal, and click on "Jobs & Auditions" for more information. All applications must be submitted through www.kaiserpermanentejobs.org, use job posting number 659621 "Assistant Production Manager."