

Title: Administrative Assistant and Contracts Manager
Department: Administration
Reports to: Executive Director
FLSA Status: Part Time - Non Exempt Position

Position Description

Summary:

Reporting to the Executive Director, the Administrative Assistant and Contract Manager will work with the team at the center to promote Bankhead Presents and Bothwell Presents programming. They will manage logistics and contracts for all programs and help further all initiatives.

Essential Functions and Responsibilities:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Gather and prepare information for meetings
- Assist in preparation of regularly schedule reports
- Develop and maintain filing system
- Maintain and update contact lists
- Work with staff to curate Bankhead Presents and Bothwell Presents series
- Keep production calendar up to date
- Track and process all contracts for artists, rentals and cooperative presentations
- Give tours to prospective renters at the Bankhead and the Bothwell
- Work with marketing to promote space rental in all spaces
- Schedule meetings for staff
- Track deposits and payments for artists
- Write up and track contracts for rentals
- Present reports as needed

Job Requirements and Qualifications:

- Great interpersonal skills
- Ability to work independently on projects
- Foresee scheduling conflicts
- Attention to details and problem-solving skills
- Ability to work with diverse clientele
- Excellent written and verbal communications skills
- Excellent computer skills
- High School degree; college or experience will be a plus

Other Requirements

- Must have the ability to work a flexible schedule, including evenings, weekends, and some holidays.