Position: **School and Office Administrator**
Reports to: General Manager
Classification: Full-time, exempt
Salary range: $37K-$40K, with benefits including health and dental
Start date: September 25, 2023

The OBIE Award-winning Pig Iron Theatre Company seeks a School and Office Administrator with experience in higher education or arts administration. Pig Iron is an incubator and producer of experimental performance work and also runs an MFA and certificate program in devised theatre, in partnership with University of the Arts. The School and Office Administrator serves as the main administrative support for the School Director and General Manager, allowing Pig Iron to bring alive its mission: “to expand what is possible in performance by creating rigorous and unusual ensemble-devised works; by training the next generation of daring, innovative theatre artists; and by consistently asking the hardest questions, both in our art and in its relation to the world around us.”

**Position Summary and Essential Duties and Responsibilities**
The School and Office Administrator serves as the main administrative support for Pig Iron faculty and students currently enrolled or interested in the MFA and certificate programs, and for Pig Iron artists in creation. The School and Office Administrator reports to the General Manager and works closely with the School Director and Managing Director. In general, hours are weekdays 8:30am-4:30pm at the Pig Iron office at 1417 N. 2nd Street, Philadelphia, PA. This position requires occasional night and weekend hours for special events.

**Primary Responsibilities**

**School Administration**
- Assist School Director in maintaining and monitoring school records; coordinating spaces and schedules for the calendar of classes, showings, and workshops; and meeting the day-to-day needs of the school community.
- Serve as the main liaison between Pig Iron and the University of the Arts, particularly in regards to course planning, student registration, and student progress towards degree completion.
- Assist the School Director in coordinating auditions, interviews, and school visits for MFA program applicants.
- Work with the School Director to establish and disseminate class schedules at the start of each term. Communicate changes and updates to schedules throughout the term.
- Coordinate faculty schedules and resources, and work with the General Manager to create faculty contracts.
• Maintain communication with guest instructors or lecturers arriving from outside of Philadelphia; when necessary, assist with travel logistics.
• Serve as House Manager for school showings, including the December graduation.
• Coordinate logistics for student field trips, special events and performances.
• Support General Manager with student enrollment for Pig Iron Theatre Company education programs.

Office Administration and General Management
• Respond to incoming office emails, inquiries, and phone calls in a timely and professional manner, taking messages and returning calls as necessary.
• Order and maintain all office supplies for the Company and the School.
• Take meeting notes at weekly School Check-in meetings and send notes to staff following each meeting.
• Assist General Manager with financial and human resource matters including:
  ● Preparation of bi-weekly payroll and banking deposits
  ● Preparation of quarterly financial reports
  ● Researching and answering staff questions about benefit plans
  ● Assisting with preparation of audit materials
  ● Donation tracking and reporting
• Attend Pig Iron performances as a company representative. This duty is shared and split by the Staff.

Facilities and Rentals
• Ensure studio spaces are ready for use at the start of each scheduled school day.
• Coordinate with the General Manager and Managing Director to ensure proper booking of rentals. Assist General Manager with tracking, invoicing, and payment for all rentals.
• With the Production & Facilities Manager and Assistant Production & Facilities Manager, respond to any facilities or A/V needs on behalf of the school and company.
• Work with Assistant Production & Facilities Manager and with student cohorts to maintain Pig Iron spaces for safety and cleanliness.

Qualifications
We seek a person who is interested in working in a mentored position alongside a small collaborative office staff; time is split between various tasks at various times of the year as they support the work of the company and the Pig Iron School. The ideal candidate will be detail-oriented and able to multitask, with a positive attitude and a passion for the arts. Experience with Quickbooks and event planning is a plus, but not required. Training on necessary systems and platforms will be provided.

The successful candidate will:
• Be highly organized, collaborative, and a fast learner
• Have work experience in a related field or performing similar administrative duties
• Communicate clearly and professionally in oral and written forms
• Have basic computer and phone skills
• Be self-motivated, thoughtful, and composed
• Have an up-to-date driver’s license
**Application procedure**
To apply, send a cover letter or video to [jobs@pigiron.org](mailto:jobs@pigiron.org) detailing your interest in the position, your professional ambitions, and any qualifications or life experience that make you a strong candidate. Please also attach a copy of your resume.

Pig Iron Theatre Company is an equal opportunity employer. We value a diverse work force and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status. Pig Iron Theatre is a 501(C)(3) nonprofit organization.

**ABOUT PIG IRON THEATRE COMPANY**
Pig Iron began as an interdisciplinary ensemble in 1995, creating works of performance collage that regularly toured to the Edinburgh Fringe Festival. 28 years later, Pig Iron has emerged as a leader in the movement of alternative theater makers who seek to re-situate how audiences encounter performance. The company is now a platform for devised performance which scales up and down, moves from gallery to night club to proscenium theater, creating complete performance worlds with a shifting roster of remarkable actors, designers, and collaborators from beyond the world of theater. In 2011, Pig Iron launched a 2-year graduate program in physical and devised theater at a new home in North Philadelphia. In 2015, the company partnered with University of the Arts to offer both a Graduate Certificate and an MFA in Devised Performance, training the next generation of adventurous makers of hybrid performance. The organization finds itself at a pivotal moment as we seek to transition our producing and training models to encompass new forms and new media.