



School and Office Administrator

Looking to begin a career in higher education or arts administration? This position is the perfect start. Pig Iron Theatre Company seeks a School and Office Administrator to be the main administrative support for the General Manager and School Director. Start date June 1, 2021.

Founded in 1995, Pig Iron began as an interdisciplinary performance ensemble. 25 years later, the company has become a national leader in the movement of alternative theater makers and devising companies. In 2011, Pig Iron launched a graduate program in physical and devised theater, later partnering with University of the Arts to provide a certificate or MFA.

The candidate must be interested in working in a mentored position alongside a small collaborative office where time is split between supporting artists in creation as well as students currently enrolled or interested in the MFA / certificate program.

Major Responsibilities

Office Administration

- Read and respond to incoming emails and inquiries in a timely manner.
- Answer the office phone, taking messages and returning calls as necessary.
- Order all office supplies for the Company and the School.
- Take meeting notes at weekly Full Staff and School Check-in meetings. Send notes to staff following each meeting.
- Assist in donation tracking and reporting.

School

- Assist School Director in maintaining and monitoring school records, the school calendar, and the day-to-day needs of the school community.
- Work with the Managing Director and 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.
- 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 performance.
- Support General Manager with student enrollment for Pig Iron Theatre Company education programs (workshops, summer session, etc.).

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 collection for all rentals.

- Ensure that a staff member or work-study facilities managers is held responsible for opening and locking the studio spaces at the commencement and the conclusion of each rental period.

Finance and Human Resources

Assist General Manager with all financial and human resource matters including, but not limited to:

- Accounts payable and receivables
- Preparation of bi-weekly payroll and banking deposits
- Preparation of quarterly financial reports
- Preparation of financial surveys
- Researching health plans as necessary
- Answering staff questions about benefit plans
- Coordinating workers' compensation and disability claims
- Assisting with preparation of audit materials

Production

- Attend Pig Iron performances as the company representative. This duty is shared and split by the Staff.

Qualifications

Candidates should have two to three years' work experience in a related field, basic computer skills, excellent written and oral communication skills and a passion for the arts. Bachelors' degree preferred. Experience with Quickbooks and event planning a plus. Must have an up-to-date driver's license.

Salary and Benefits

The School and Office Administrator is a full-time salaried position (low 30s) with benefits, including health and dental insurance. In general, hours are 8:30am-4:30pm weekdays at the Pig Iron office at 1417 N. 2nd Street, Philadelphia, PA. This position requires occasional night and weekend hours for special events.

Pig Iron Theatre Company is an equal opportunity employer committed to an equitable, diverse, and accessible workplace, as well as supporting staff with ongoing career development opportunities. People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply.

To apply, send a cover letter or video to 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.