

Bespoke Theatricals – Office Manager Job Posting

Position Title:

Office Manager

Bespoke Theatricals is currently accepting applications for a full-time Office Manager to join our team. The office is currently working remotely and anticipates in person work to begin in late July/early August, 2021.

About Bespoke Theatricals:

Bespoke Theatricals, a Broadway General Management office, supervises and manages theatrical productions of all sizes and complexities. Current productions include: *TINA – THE TINA TURNER MUSICAL*, *HARRY POTTER AND THE CURSED CHILD* (Broadway and San Francisco), *MJ: THE MUSICAL*, *TREVOR*.

www.bespoketheatricals.com

Bespoke Theatricals is committed to providing an equitable, inclusive and safe environment and is an equal opportunity employer. We encourage all candidates to apply.

Position Summary:

The Office Manager serves as the first point of contact for the company, oversees the day-to-day management of a fast-paced Broadway General Management office employing nine full time staff along with various company managers, and provides administrative support across the organization. The Office Manager will report to the General Managers and receive support from the full General Management staff and interns. They will supervise seasonal interns, including hiring.

Reports to:

General Managers

Position Status:

Full-Time Salaried

Start Date:

Either July 26, 2021 or August 2, 2021

Location:

230 West 41st Street, Suite 1703, New York, NY 10036.

Hours:

Standard hours: Monday-Friday 10am-6pm, with infrequent events on nights and weekends. Overtime paid for hours in excess of 40 hours/week.

Salary:

\$50,000 annually. Overtime paid for hours in excess of 40 hours/week.

Benefits and Perks:

- Health and dental (after 30-60 days), with premiums covered 100% by Bespoke Theatricals
- 10 days of paid time off annually, prorated to start date (after 90 days), in addition to companywide holidays
- 401K with 3% employer contributions (after 1 year)
- Occasional free theater tickets

Primary Duties Include:

- Prior to full staff return to office, in conjunction with Senior Management, prepare office for safe in-person work
- Welcome visitors as the first point of contact by greeting and directing them both in person and on the phone
- Answer, screen, and forward incoming calls
- Coordinate accounts receivable and bill payments for office with office accountant
- Manage American Express business card accounts
- Oversee internship program, which consists of hiring and managing one or two interns per term
- Calendar management including scheduling meetings, conference calls, etc.
- Coordinate and order all office supplies and materials
- Act as the first point of contact for internal IT or technical requests or issues, working with outside IT Consulting Firm
- Manage all accounts with outside vendors on technical issues such as copiers, printers, phones, etc.
- Manage office filing system and remote filing facility
- Liaise with building management for any service requests and building ID requests
- Coordinate office social events
- Order Metro cards for staff
- Order flowers, gifts, lunches as necessary
- Monitor, dispense and reconcile petty cash
- Support production Company Managers as necessary
- Submit house seat requests from staff members and those associated with our productions
- Maintain a safe and clean office environment
- Other duties as requested

Qualifications and Skills Required/Preferred:

- Minimum of one year in a professional office setting
- Attention to detail while multitasking
- Strong written and verbal communication skills
- Self-starter
- Ability to prioritize multiple projects with competing deadlines
- Familiarity with Microsoft Office and QuickBooks a plus
- Ability to work independently in a fast-paced environment while also being able to thrive in a collaborative workspace

How to Apply:

Please send your resume to info@bespoketheatricals.com. The position will be posted until filled.

Bespoke Theatricals is an Equal Opportunity Employer. It is the policy of Bespoke Theatricals to provide all persons with equal employment practices and opportunities without regard to race, color, religion, ancestry, sex, sexual orientation, gender identity, national origin, disability, age, veteran or marital status, **or any other characteristic protected by federal, state, or local law.**