



JOB POSTING

Education & Engagement Office Administrator

Position:	Education & Engagement Office Administrator	Status:	Exempt
Department:	Education & Engagement	Full/Part Time:	Full-Time
Reports To:	Director of Education	Annual/Seasonal:	Annual
Start Date:	As Soon as Possible	Salary:	\$40,000 - \$42,000
To Apply:	Click Here to Apply	Deadline to Apply:	Open until Filled

ABOUT MILWAUKEE REP

Milwaukee Rep is Wisconsin's largest performing arts organization in terms of audiences served and one of the largest professional theaters in the country. Each year, nearly 300,000 people experience a wide range of productions and events, from Broadway musicals and Shakespeare to American classics and World Premieres. At Milwaukee Rep, we value inclusion, innovation, collaboration, and quality. Our team plays an important role in advancing our mission to ignite positive change in our community through the transformative power of theater. We are committed to building a diverse and inclusive workplace and encourage candidates from a variety of backgrounds and experiences to apply. While few candidates will meet every qualification listed, we encourage individuals who are excited about the opportunity and believe they can contribute to our success to apply.

POSITION SUMMARY

The **Education & Engagement (E&E) Office Administrator** works to support all aspects of the department. This position is responsible for management of administrative duties including maintaining all calendars, databases and spreadsheets, liaising with Milwaukee Rep's Marketing department around ticket requests and social media posts, coordinating program assessments, booking and contracting program requests, student matinee logistics and communications and more. The E&E Office Administrator also oversees registrations across all E&E programs including the MKE Rep School of Theater, school programs, Student Matinees, audience engagement programming, and Backstage Tours.

Major Duties and Responsibilities Include:

- Perform the administrative functions for all Education & Engagement programs, including management of the department calendars, databases (Airtable, Sharepoint, Google Drive, Salesforce and Tessitura) and spreadsheets.
- Serve as the registrar for all registration-based programs, managing registrations and communications with participants.
- Support program evaluation by tracking statistics and assessment data, developing and maintaining program surveys, outcome reporting and assisting Chief Engagement & Education Officer, Director of Education, Director of Engagement and Development Department with final reports.
- Coordinate with the E&E team and Finance Department to invoice and process payments (via Stripe), gather and process payment requests and ensure accurate expense and income tracking across all programming.
- Collaborate with Marketing Department on marketing strategies including the management of E&E social media pages, creating graphics (flyers, print media, digital images), website updates, and photography and photo editing where applicable
- Coordinate space usage in the Herzfeld Foundation Education & Engagement Center including managing booking requests, creating weekly calendars, preparing rooms for events, and collaborating with the Operations & Rentals Manager
- Implement sales strategies to increase participation in fee-based E&E programs
- Support all administrative functions of E&E programs, including coordinating bus transportation, ordering food, overseeing room set-up, communicating with other departments, creating schedules, organizing materials, teaching as needed, etc..
- Represent Milwaukee Rep at community events as needed.
- Other duties as assigned.

SCHEDULE

The bulk of the hours will happen Monday through Friday during traditional business hours. This position must also be available for nights and weekends. Schedule will be adjusted as needed to accommodate non-traditional business hours.

REQUIREMENTS OF THE POSITION

Preference will be given to candidates with the following qualifications:

- Experience and/or training in office administration which provides the required knowledge, skills and abilities to perform the essential duties and responsibilities of the position.
- Knowledge of, experience in, and a passion for theater.
- Strong organizational skills and attention to detail, including managing multiple projects simultaneously within deadlines.
- Strong verbal and written communication skills.
- Knowledgeable in the use of computer software such as Microsoft Office Suite programs (Airtable, Zeit, Salesforce, Asana, and Tessitura experience is a plus)
- Possess a valid U.S driver's license and access to a personal vehicle. Ability to make informed decisions on maintaining Milwaukee Rep's positive image and public perception of Milwaukee Rep and its programs.

Additional Requirements:

- Ability to pass a background check in accordance with state and/or federal laws.
- This position lifts and moves materials and supplies up to 25 pounds.
- Ability to stand, sit, or walk for up to 2 hours at a time.

Key Characteristics of Success

The ideal candidate:

- Thinks strategically and executes effectively.
- Is collaborative, proactive, and thrives in a fast-paced environment.
- Manages multiple information input and output sources with ease.
- Uses creativity to solve problems efficiently, and in a timely manner.
- Works well in teams, and as a liaison to other departments and organizations.

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium
Health Savings Account & Health Reimbursement Account
Flexible Spending Account
403(b) Retirement Plan

Paid Time Off Package including Vacation Time, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application, Resume, cover letter, and contact information for 2 professional references.

Deadline to apply: Applications will be accepted on a rolling basis until the position is filled. To maintain an equitable process, everyone *must* apply online. Any candidate who requires accommodations to submit an online application should contact careers@milwaukeeerep.com

[Submit Application Materials Online](#)

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.