



Administrative Assistant – Management (Full-Time)

The full-time Administrative Assistant's position has a wide range of duties - with responsibilities ranging from office management and reception, to overseeing and submitting reports, scheduling meetings, organizing, and archiving files, vendor relations (& procurement), and serving as departmental administrative support. This role also serves as the face of DPAC when guests first arrive or when they call, while serving as the key office management liaison with DPAC's various departments.

The position reports to DPAC's Business Manager, but also work collaboratively with the entire administrative team including the General Manager, Director of Community Engagement, Facility Operations Manager, Director of Production, Director of Ticketing, and Director of Audience and Events Services.

Responsibilities include, but are not limited to:

- Maintain and organize DPAC's file system
- The first contact with callers/visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward any incoming phone calls while providing basic information to staff.
- Supervision of DPAC's weekly corporate FedEx package
- Receive and sort daily mail/deliveries/couriers and manage postage machine
- Update conference room calendars and schedule meetings/appointments
- Perform other clerical receptionist duties such as filing, photocopying, faxing, office supplies, etc.
- Assist Business Manager with a wide variety of data reports
- Monitor, control and order office supplies and subsequent inventory
- Organize and deliver catering for meetings
- Coordinate the pick-up and delivery of FedEx and UPS and keep current on package tracking
- Serve as a resource for new employees regarding DPAC procedures & general questions
- Submit payroll, and track all AP/AR information, expense reports, show sheets, show check registry and other employee forms
- Manage, organize, and keep tidy - the DPAC Reception Area, Employee Break Room and Copy Room
- Coordinate lost & found items within company guidelines and respond quickly to patron's inquiries.

Minimum Requirements:

The ideal candidate should possess:

- An Office Management background with at least 5 years of experience
- Expertise in Microsoft Office Suite
- Excellent written and oral communication and interpersonal skills across public and all organizational levels
- Experience processing & submitting payroll
- File Organization background
- Attention to detail and accuracy
- A Bachelor's degree
- Proficiency at administrative writing
- Ability to self-start
- A love for concerts, comedy and theater and exhibit enthusiasm, passion & energy working in a fast- paced environment while juggling multiple priorities at one time are essential.

Compensation: \$18/hour + Full Benefits

Position will require ability to work some nights and weekends, however, a standard work week is Monday through Friday, 8:45am to 5:15pm

Diversity, Equity, and Inclusion

DPAC is committed to a workplace where everyone is free from bias, prejudice, discrimination, and harassment. The organization strives to ensure a welcoming work environment where everyone belongs and is valued, encouraged and respected for their unique contributions. We are focused on building a culture that acknowledges and values Diversity, Equity, and Inclusion.

To Apply:

The position will remain open until filled.

Please send resume and cover letter addressing relevant experience, interest in the position, and contact information for at least three references to:

Jan Tugwell at adminassistant@dpacnc.com