



### **Administrative Assistant – Management (Part-Time, 30 hours/week)**

The part-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 would report to the Business Manager at DPAC, but also work collaboratively with the entire administrative team including the General Manager, Business Manager, Community Relations Manager, Operations Manager, Production Manager, Ticket Center Director and Event Services Director.

### **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.
- Assist in the 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.
- Monitor, control and order office supplies and subsequent inventory
- Organize and deliver catering for meetings and pre-show staff meals
- Coordinate the pick-up and delivery of FedEx and UPS and keep current on package tracking
- 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 3 years of experience
- Expertise in Microsoft Office Suite
- Excellent written and oral communication and interpersonal skills across public and all organizational levels
- File Organization background
- Attention to detail and accuracy
- A Bachelor's degree
- 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

- Shifts will likely be afternoons during normal business hours (Monday-Friday, 9:00 AM – 5:00 PM)

## 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:

**Bridget Sagolla-Slamp** at [bsagolla-slamp@dpacnc.com](mailto:bsagolla-slamp@dpacnc.com)