

Actors Theatre of Louisville  
ADMINISTRATIVE SERVICES COORDINATOR (PART-TIME)  
Posted February, 2019

Position: Administrative Services Coordinator (part-time)  
Reports To: Human Resources Manager  
Department: Administrative Services  
FLSA: Non-Exempt

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*About Actors Theatre of Louisville:*

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of a part-time Administrative Services Coordinator. **This position is part-time with a flexible shift weekdays between the hours of 9 am – 5 pm, 20 hours per week.**

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field. Actors Theatre of Louisville, the Tony Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position

***Summary of Position:***

The Administrative Services Coordinator is an internal customer service provider working directly with the Theatre's staff and vendors to meet the administrative/office operational needs of the organization. This position is part-time with a flexible shift working weekdays between the hours of 9 am – 5 pm, 20 hours per week.

The Essential Functions include, but are not limited to, the following:

**Essential Functions:**

- Plan and manage the Administrative Services departmental budget.
- Responsible for daily incoming and outgoing postal mail.
- Responsible for handling all daily package deliveries and shipping.
- Utilize the internal work order system to manage all administrative work orders.
- Operate and maintain all office machinery – mailing machine, copiers, printers, fax machine, etc.
- Track and manage invoices for Administrative Services department, as well as for other operational systems.
- Order office supplies, stationary, paper and shipping supplies.
- Negotiate and maintain contracts/leases with vendors specifically relating to administrative operations.
- Collaborate with department managers in cost management of office related services.
- Provide administrative support services including database maintenance, data entry, inventory management and filing (some work of a confidential nature in Human Resources).
- Other additional duties as assigned.

**Knowledge, Skills and Abilities:**

- Strong customer services skills.
- Excellent organizational and time-management skills.
- Good listening and follow up skills.
- Good written and verbal communication skills.
- Ability to utilize mail machines and outbound shipping via carrier websites.
- Ability and willingness to learn all facets of current postal and shipping practices.
- Ability to work well independent, as well as with a team and have a positive attitude.
- Ability to multi-task within a busy office environment with frequent interruptions.
- Ability to lift, push, pull or otherwise maneuver a minimum of 50 pounds.

**Minimum Qualifications:**

- High School diploma or the equivalent.
- Customer service experience.
- Standard knowledge of Microsoft Office Suite (Outlook, Word, Excel, One Note).

**Preferred Qualifications:**

- Shipping and receiving experience.
- Some Human Resources administrative experience.

**Compensation:**

Starting compensation is \$15 an hour. This part-time position does not receive health benefits; however, the successful candidate will have access the theatre tickets and discounted parking.

**To Apply:**

Applicants interested in applying for this position must email cover letter, resume and three (3) professional references to:

Marie Tull, Human Resources Manager  
[mtull@actorstheatre.org](mailto:mtull@actorstheatre.org)

**No phone calls please.**

*Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.*