



OFFICE ASSISTANT

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Senior Recreation Supervisor, Recreation Leader

Approved: September 1, 2010
Revised: August 10, 2016
Reviewed: August 10, 2016

JOB SUMMARY

Under general direction of the Senior Recreation Supervisor or Recreation Leader, assists in performing administrative and general-support to enhance the productivity and effectiveness of the recreation department.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Assists with registration dates as promoted in the facility brochure or as directed.
- Notifies customers of cancelled classes and other pertinent information, as directed.
- Processes memberships and creates membership cards.
- Contacts patrons regarding membership upgrade fees.
- Provides office/clerical assistance.
- Maintains patron information files.
- Back up for daily financial receipts.
- Provides back up for front desk staff to include registrations, memberships and checking in patrons for walk-in classes and phone support.
- Provides clerical duties to department staff, as assigned.
- Disseminates, follows and enforces all policies, procedures and philosophies established by the Washington Township and the Recreation Center as they relate to registration, programs, and facility use.
- Answers and routes all incoming calls efficiently and accurately.
- Promotes the Recreation Center, its programs and facilities.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.



OFFICE ASSISTANT

REPRESENTATIVE LIST OF RESPONSIBILITIES *(continued)*

- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Minimum of 18 years of age.
- Possess CPR, AED and First Aid certification, within 90 days of hire.
- One (1) year or more of work experience in a related field.

PREFERRED EDUCATION AND EXPERIENCE

- Two (2) years or more of work experience in a related field.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Possess CPR, AED and First Aid certifications, within 90 days of hire.
- Proven customer service skills.
- Experience with multi-line phone system, computers and other office equipment.
- Basic accounting skills.
- Must be able to complete written reports for the purpose of completing necessary office forms, accident and incident reports.
- Uses a personal computer and related software programs to create spreadsheets, reports and correspondence.
- Ability to operate and knowledge of general office equipment, computer office software, specifically spreadsheets, database, word processing and calendar programs.
- Ability to learn and maintain box office ticketing and point of sale software.
- Display patience, understanding and flexibility in meeting the needs of all patrons.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Willingness and desire to work with children.
- Must present a positive and professional image.
- Ability to communicate with supervisor, parents and children, both verbally and in writing, in a positive and effective manner.
- Must exhibit maturity, respect and compassion.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains CPR, AED and First Aid certifications.
- Demonstrated knowledge of clerical, accounting and organizational skills.
- Demonstrated and effective supervision of subordinate employees.
- Demonstrated ability to exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.



PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Any other physical requirements as job changes.



ASSISTANT STAGE MANAGER

OFFICE ASSISTANT

Employment Status: Part-Time

FLSA Status: Non-Exempt

Reports To: Production Stage Manager, Senior Recreation Supervisor

Approved: September 1, 2010

Revised: August 10, 2016

Reviewed: August 10, 2016

JOB SUMMARY

Under general direction of the Production Stage Manager or Senior Recreation Supervisor, manages rehearsals and performances of individual shows for Town Hall Theatre.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Responsible for supervising all rehearsals, serves as the primary liaison between designers, staff and the director, and oversees stage, performers and crew during the run of a particular show(s).
- Assists Production Stage Manager with auditions and callbacks.
- Prepares rehearsal space and sets out scenery/props for rehearsal.
- Maintains rehearsal props and other rehearsal items.
- Manages rehearsals; maintains rehearsal schedule.
- Records blocking and directing notes in the production prompt book.
- Monitors cast/crew attendance.
- Serves as primary liaison between theatre staff and parents of cast/crew members in the show.
- Assists Production Stage Manager in enforcing rules/regulations governing the production experience at Town Hall Theatre.
- Creates and maintains the production prompt book.
- Oversees paperwork to and from director, parents, designers, staff, etc.
- Emails daily rehearsal & performance reports to design/technical staff.
- Prepares agendas for and presides over production meetings; paper tech.
- Facilitates technical and dress rehearsals and notes sessions.
- Assists with coordinating events associated with the production, including potluck dinner, promotional appearances, opening night cast parties, etc.
- Supervises performances - "In-Charge" on performance dates.



ASSISTANT STAGE MANAGER

REPRESENTATIVE LIST OF RESPONSIBILITIES *(continued)*

- Responsible for running the show on performance days.
- Supervises all cast, crew, and stage space during performances.
- Records cues, etc. in the production prompt book.
- Calls the show from the booth.
- Trains stage crew.
- Supervises actor/crew related injuries or emergencies.
- Works with Box Office Manager to coordinate front-of-house operations with performance run.
- Assists the Education Director and Production Stage Manager with tour scheduling & logistics.
- Oversees off-site touring performances and stage manages these appearances.
- Meets weekly with Recreation Supervisor II and/or Production Stage Manager.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Minimum of 18 years of age.
- One (1) year or more of demonstrated experience in a related field.
- Possess CPR, AED and First Aid certifications, within 90 days of hire.



ASSISTANT STAGE MANAGER

PREFERRED EDUCATION AND EXPERIENCE

- Associate's Degree in Theatre.
- Two (2) years or more of demonstrated experience in a related field.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- One (1) year or more of demonstrated experience in a related field.
- Possess CPR, AED and First Aid certifications, within 90 days of hire.
- Demonstrated knowledge of stage management skills.
- Ability to lead and organize the cast and crew of each show.
- Maintains and oversees the rehearsal process.
- Calls the show from the booth.
- Strong leadership skills and ability to work effectively with paid and volunteer staff members.
- Strong clerical and organizational skills.
- Willingness and desire to work with children.
- Ability to assemble, disassemble, maintain, transport and utilize theatre equipment.
- Uses a personal computer and related software programs to create spreadsheets, reports and correspondence.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.



ASSISTANT STAGE MANAGER

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- One (1) year or more of work experience in a related field.
- Maintains CPR, AED and First Aid certifications.
- Demonstrated and effective supervision of subordinate employees.
- Demonstrated ability to exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 50 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Steps vertically three feet to enter a Township vehicle.
- Demonstrates the ability to maintain the strength and stamina required to operate pertinent tools and equipment.
- Grips, lifts, carries, loads and unloads from all necessary Township authorized equipment.
- Any other physical requirements as job changes.