

KEITH-ALBEE PERFORMING ARTS CENTER
Administrative & Event Services Manager
Position Description

POSITION:

The Administrative & Event Services Manager plays a vital role in the smooth operation of the Keith Albee Performing Arts Center, providing essential administrative, development, and event coordination support. This position is responsible for managing venue scheduling systems, coordinating the event calendar, handling day-to-day office and financial administration, and supporting grant processes and program evaluation efforts. The ideal candidate is highly organized, proactive, and comfortable balancing internal operations with external-facing responsibilities related to events and fundraising.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Administrative Operations

1. Manage venue management software and scheduling systems, ensuring up-to-date and accurate event information
2. Help maintain the organization's master calendar, including performances, rentals, rehearsals, and special events
3. Support financial workflows: process invoices and reimbursements, track payments, and manage petty cash
4. Maintain accurate administrative records and filing systems, including contracts, agreements, and internal documentation
5. Oversee general office operations including supplies, utilities, equipment maintenance, and vendor coordination
6. Assist with onboarding and records for temporary staff, contractors, and interns

Event Services

1. Coordinate pre-event communications and logistics for internal and rental events
2. Assist with setup planning, building access, and coordination of day-of-event needs
3. Serve as on-site event support when needed, including evening/weekend availability for key events
4. Ensure that internal departments and external clients have the information and support needed for successful execution of events

Development Support

1. Assist the Executive Director and Development Director with the coordination and tracking of grants and other funding opportunities

2. Maintain a centralized calendar of grant proposal and report deadlines; ensure timely reminders and progress tracking
3. Support the preparation and submission of grant materials by compiling program data, assembling supporting documents, and proofreading written content
4. Help gather and organize evaluation data and feedback from educational and community-based programs (including programs for youth, seniors, and underserved groups)
5. Maintain internal communications and documentation related to program outcomes and funder requirements
6. Stay informed about general grant guidelines, compliance expectations, and proposal/report formatting standards

Organizational Support

1. Assist with special projects and internal planning meetings
2. Perform other duties as assigned by the Executive Director

REPORTS TO:

The Executive Director of the Keith-Albee Performing Arts Center, Inc.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must embrace the mission of the KAPAC
- Must have the ability to interact effectively and professionally with the Executive Director, the Director of Development, and the Director of Building Operations, volunteers, community leaders, the media, and other individuals who come from diverse backgrounds
- Must possess excellent written and oral communication skills
- Friendly, professional demeanor and a proactive, problem-solving mindset
- Ability to manage multiple priorities and deadlines in a fast-paced environment
- Must have the ability to adapt to changing organizational and operational needs
- Must have the ability to work independently and collaboratively
- Must have strong organizational skills to prioritize projects and focus on details

EDUCATION AND EXPERIENCE REQUIREMENTS:

- At least 2–4 years of experience in office administration, event coordination, or operations (experience in a performing arts, live events, or nonprofit setting preferred)
- Proficiency with calendar/scheduling tools (e.g., Google Workspace, Microsoft Outlook, or similar software)
- Knowledge of MS Office Suite and Adobe Acrobat
- Alternatives to the stated qualifications that the KAPAC Board of Directors finds appropriate and/or acceptable

SPECIAL REQUIREMENTS:

- Must successfully pass a pre-employment background check and drug screen, including but not limited to social security verification, education verification, national criminal background checks and other categories relating to the position, if required by management
- Must have a valid driver's license from the State in which employee resides
- Must have and maintain a safe driving record

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Keith-Albee Performing Arts Center, Inc. reserves the right to determine reasonable accommodations.

Primary functions require sufficient physical ability to work in both an office and/or theatre setting; to stand or sit for prolonged periods of times, to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The KAPAC reserves the right to determine reasonable accommodations.

The work environment is indoor, generally, in an office setting, which may include shared space and stairs. Normally, within the office setting, there are no extremes in temperature, and the noise level in the work environment is moderately quiet. Lighting includes artificial and natural light. Travel outside the office/physical plant is required for calling on vendors, running errands, etc.

SALARY/BENEFITS:

Range of \$40,000 to \$45,000 - commensurate with experience and other qualifications

DISCLAIMER:

The above statements are intended only as illustrations to describe the general nature, duties, and level of work that may be performed. The numerical listing of duties and responsibilities does not indicate a priority ranking of importance assigned to said duties. Additionally, they are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

This job description does not constitute an employment contract between the Keith-Albee Performing Arts Center and the employee and is subject to change by the Keith-Albee Performing Arts Center, as the need arises.

The normal working hours of the Administrative & Event Services Manager are as follows:

Monday – Friday 9:00am – 5:00pm
Occasional evenings and weekends in support of events

Administrative & Event Services Manager (Signature)

Date

Executive Director (Signature)

Date

KAPAC is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information or physical or mental disabilities that do not hinder performance of essential job tasks. KAPAC is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members.