



OPERATIONS COORDINATOR JOB DESCRIPTION

The Operations Coordinator at Matrix Theatre Company is responsible for managing office communications and facilitating key tasks and procedures.

Located in southwest Detroit, Matrix Theatre Company, founded in 1991, is focused on a vision of transformation for positive social change. We create outstanding, affordable, inclusive professional and educational theatre that addresses issues of community concern. Our work entertains, educates, and ignites conversation in the community and positions us as an award-winning organization that teaches, creates, and produces transformative, socially conscious theatre in Detroit. As a nonprofit organization, Matrix specializes in creating spaces where unheard voices and stories are heard, because we believe every voice matters.

The Operations Coordinator is a part-time position at 20 hours per week with an hourly wage of \$15/hr. and includes health and dental insurance.

Duties and Responsibilities include:

General

- Answering phone calls, transferring callers as appropriate
- Greeting customers and visitors to the theatre, ensuring guests are comfortable and are connected with the right personnel
- Managing schedules for meetings, board meetings, and use of theater space
- Monitoring and ordering inventory for office and theater supplies
- Managing incoming and outgoing correspondence, including emails, mail and packages.
- Filing and organizing records, invoices and other important documentation
- Submitting work orders and scheduling repairs for general office space and equipment
- Ordering repairs for office equipment and maintenance, connecting with and escorting vendors
- Maintain updated board of directors list, as well as committee lists

Financial

- Account for all incoming revenue/checks and handle all banking transactions/deposits/credit card receipts
- Work closely with Matrix bookkeeper to maintain proper records and pay invoices in a timely fashion
- Organize and file all paperwork related to financial transactions
- Make and/or review all check request forms to ensure they are correct and have the proper approval/signatures
- Regularly check the bank balance and coordinate with executive director and bookkeeper
- Collect all timesheets and call payroll into to ADT once a month

- Coordinate w/ accounting firm and bookkeeper on yearly audit to ensure they receive all needed documents for accurate financials
- Handle all financial reporting at staff meetings

Other

- Set up and manage tickets and program registration on webpage
- Maintain Disk Station Files
- Coordinate all large mailings such as the annual appeal
- Other miscellaneous tasks that occur from time-to-time
- Update and manage the public calendar, internal, and facility usage calendars
- Create staff meeting agendas, and record and organize minutes

Skills and Qualifications include:

- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Great customer service and interpersonal skills
- Friendly, service-oriented personality
- Keen attention to detail
- Problem-solving and basic troubleshooting skills
- Proficiency with Microsoft Office
- Comfortable in a fast-paced environment
- High School diploma
- One year experience in a similar position

Proficiency in Spanish and database management is a plus

Please send resume and cover letter to ajohnson@matrixtheatre.org ATTN: Amy Johnson