

Theatre Assistant- Internship

The Phillis Wheatley Community Center
Dwight Woods Repertory Theatre for Youth
Greenville, SC 29606

Job details

Qualifications

- Student
- US work authorization (Preferred)

Full Job Description

The Phillis Wheatley Dwight Woods Repertory Theatre is a prestigious and thriving program with a focus on the Youth. We want to enhance our youth and give them an outlet to express themselves through the arts whether it is theatre, dance, film, production, digital creator, back stage, visual arts, and technical advancement. This program supports the youth throughout the Upstate seeks to help them achieve their goals.

Our Administrative Assistant is responsible for supporting our Performing Arts Director so that he can focus on the individual aspects of the growth of the youth. The Assistant as well as our staff must meet the highest standards of professionalism, responsiveness, and quality. If you are great with youth, working with people and processes—as well as hard-working, reliable, and positive, we'd love to hear from you.

We are committed to offering an energetic, friendly work environment.

What you'll do at The Phillis Wheatley Dwight Woods Repertory Theatre

Our team provides important guidance support and advice that often goes beyond the numbers. The Administrative Assistant's typical duties include (but are not limited to) the following:

- Greeting clients in the office, answering phones and scheduling appointments
- Process administrative paperwork, such reports and other documents as requested by the Director
- Assist with gathering information for the Director clients and uploading into database.
- Follow up with clients as needed
- Organize the office, manage supplies and client files
- Manage collection of information for the youth
- Some assistance with youth is anticipated but depends on experience
- Contribute to the continuous improvement of our Repertory Theatre for Youth
- Other project work as needed

What you need to apply

- Experience/ Interest in working in the Theatre/Arts industry preferred

- The highest level of personal integrity
- A Team Player and Team oriented individual with a focus on service
- Ability to represent the community center in a professional manner
- Outstanding interpersonal skills both face to face and on the phone
- Ability to maintain confidentiality of client records
- Organized and has the ability to manage multiple responsibilities and deadlines
- Proficiency with Microsoft Office products (especially Excel)
- College student preferred but will consider high school with relevant experience

What you need to succeed in this role

- High motivation and a friendly, energetic attitude
- Strong professionalism
- Solid communication skills—whether face to face, phone, virtual or written
- Ability to learn quickly, stay organized, and meet deadlines

Job Type: Part-time

Schedule:

- Monday to Friday
- College Student (Preferred)

Work Location: One location

Skills Needed:

Attention to details

Administrative Skills

Be able to lift at least 20lbs

Be able to operate