

# Ohlone Community College District



## **Theatre Operations Assistant**

Part-time 75%, 12 Month, Classified Position  
Range 25

**POSITION** Under general supervision Director of Theatre Operations, to perform a variety of general clerical to provide word processing and data entry support; and to provide general information and assistance to students, faculty, staff and the general public. This position may require occasional weekends and some evenings.

**SUPERVISION EXERCISED** May exercise supervision over student assistants or volunteers.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES** Perform a variety of general clerical work including maintenance and update of records, filing, and answering phones; compiles information and data for reports; checks and tabulates data. Provides information and forms to the students, faculty, staff, and the general public; collect and process appropriate information; apply departmental and program policies and procedures in determining completeness of applications, records and files; type, proofread and word process a variety of documents including general correspondence, agendas and reports; assists as receptionist; receive calls, voicemail messages and mail; respond to requests for information from the students, faculty, staff and the general public; assists in the preparation of special projects and reports; explain programs. Assist in office maintenance, training of students, other support staff or volunteers; ordering of supplies and concessions. Assists in setting work schedules of volunteer support staff. During events assists with registration, production meetings, scheduling and marketing efforts and Artists hospitality. Handles cash, cash-related duties, and processes phone sales for box office.

**OTHER JOB RELATED DUTIES** Perform related duties and responsibilities as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:** English Usage, spelling, grammar and punctuation. Modern office procedures, methods, and computer equipment. Principles and procedures of record keeping; Word processing methods, techniques and programs; box office management software.

**Skills to:** Operate modern office equipment including computer equipment. Type at 45 wpm.

**Ability to:** Be sensitive to, and have an understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students. Learn and correctly interpret and apply the policies and procedures of the program to which assigned. Perform general clerical work including maintaining appropriate files and compiling information for reports. Communicate clearly and concisely, both orally and in writing. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** Equivalent to completion of the twelfth grade; general knowledge of theater policies and practices.

**Experience:** Two years of responsible clerical experience involving public contact or customer service; working in a theater front office or box office; cash handling.

### **Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a fast-paced, deadline oriented office environment.

Date Revised/Written: 1<sup>st</sup> Draft 1/17/08; 2<sup>nd</sup> draft 2/27/08; 3<sup>rd</sup> draft 3/13/08

Union Approved: 3/21/08

Board Approved: