

# Artistic/Admin Associate

<b>Department</b>	Management	<b>Hiring Range</b>	\$36,000 - \$40,000
<b>Supervisor</b>	Executive Director	<b>FLSA Status</b>	FT, Exempt
<b>Revised</b>	May 2, 2022	<b>Location</b>	Santa Fe, NM

The Santa Fe Playhouse is seeking a Artistic/Admin Associate to provide administrative and clerical support to the Santa Fe Playhouse Staff and Team. This position assists with day-to-day operations including reception, office management, database maintenance, email correspondence, and scheduling as well as provide essential support to Santa Fe Playhouse actors and creative personnel.

## LAND ACKNOWLEDGEMENT

We acknowledge that the place we now call Santa Fe is still recognized as Oga Po’geh, meaning White Shell Water Place. Thousands of years ago, it was a center for the communities of Northern and Southern Tewa (often identified as Tanos). The living memory and stories told by the people of Taytsúgeh Oweengeh (Tesuque Pueblo) hold profound meaning to this day.

## ABOUT US

Santa Fe Playhouse is a one-hundred year old startup. Founded in 1922 by Mary Austin and operating as a community theater for much of its life the company has been transitioning to a professional theater in the last eight years. The work of the Santa Fe Playhouse is the development, production, and presentation of exceptional live performances for residents and visitors of Santa Fe. With three types of programs; 1) Live performances on the historic main-stage, from original productions of classic, experimental, and new works, to guest artist presentations; 2) Educational opportunities, which develop theater skills and deepen appreciation of the craft of theater, and; 3) New work development, which results in new plays by local writers, from 10 min plays to full length dramas. Santa Fe Playhouse is cultivating a more vibrant live arts scene in Santa Fe while providing education, job opportunities, and career pathways for residents.

## MISSION

As a cornerstone in its theatrical and artistic communities, Santa Fe Playhouse connects the artist with the audience. Through these interactions, the Playhouse engages in dialogue to examine, uplift, challenge, and heal through the visceral art of performance and storytelling.

## VISION

To make great theater. Santa Fe Playhouse’s professional standards and celebration of local diverse cultures will act as a catalyst, broadening our national recognition as a live arts destination.

## MORE ABOUT THE POSITION

Reporting to the Executive Director, this position requires demonstrated composure, tact and diplomacy while working with a diverse group of people and competing priorities. The Artistic/Admin Associate is expected to be available during off-hours to respond to artists’ needs and/or emergencies.

The Artistic/Admin Associate position realizes the strategies of the leadership team within the resources allocated by the company. In response to the pandemic, SFP is in a state of recovery and rebuilding. A successful candidate will have a flexible and involved approach to the work of every department at SFP.

## Specific Position Functions:

Administrative Responsibilities <ul style="list-style-type: none"> <li>Serves as primary contact for office needs and office equipment (ordering office supplies, paper, toner; maintaining postage meter and copier);</li> <li>Taking and relaying messages for staff and departments.</li> <li>Management of office space, copying, filing, labeling and generally keeping the office running smoothly.</li> <li>Maintenance of the Theatre space, vacuuming, cleaning bathrooms, snow shoveling, etc.</li> <li>Care and maintenance of office technology. (Copier, phones, computer, data backups)</li> <li>Assisting with grant applications, filing, and reporting.</li> </ul>	40%
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<ul style="list-style-type: none"> <li>● Updating of the Santa Fe Playhouse website and social network profiles.</li> <li>● Occasional trips to rehearsal space and other out-of-office errands.</li> <li>● Provides support to all special events (Opening Night, Dinner on Stage, etc.);</li> <li>● As with all staff, attend and participate in major special fundraising events with specific duties as assigned (Annual Gala, Dinner on Stage, etc.);</li> <li>● Attends weekly staff meetings, records and distributes minutes;</li> <li>● Oversee and maintain order of Google Drive online file system;</li> <li>● Sends periodic reports to Executive Director with work/volunteer progress as assigned.</li> <li>● Attend Board committee meetings as assigned.</li> <li>● Check and log mail daily and distribute as needed.</li> <li>● Additional duties as assigned.</li> </ul>	
<p><b>Company Management Responsibilities</b></p> <ul style="list-style-type: none"> <li>● In collaboration with the Management team, coordinate and support Santa Fe Playhouse production companies, including but not limited to:</li> <li>● Draft and process artist offers, contracts, adhering to Santa Fe Playhouse’s various union agreements and standard practice.</li> <li>● Coordinate transportation, housing, hospitality and day-to-day needs of artists.</li> <li>● Ensure a contact is available for Artists’ emergencies 24 hours per day, 7 days per week.</li> <li>● Arrange for Artist hospitality upon their arrival for first rehearsal.</li> <li>● Create and maintain an information packet to be given to Artists upon arrival, which introduces them to the immediate community and the city at large.</li> <li>● Providing information and oversight of Santa Fe Playhouse's COVID-19 safety practices.</li> <li>● Coordinate artists’ activities with other departments throughout the theater.</li> <li>● Oversee and maintain Santa Fe Playhouse artists housing and execute sublets when not needed by Santa Fe Playhouse to offset empty housing costs.</li> <li>● Manage transportation and housing budgets</li> <li>● Ensure that the theater maintains compliance with all provisions in the Union Agreements.</li> <li>● Manage requests for complimentary tickets and house orders.</li> <li>● Represent the theater and provide each production company a day to day contact person.</li> <li>● Obtain and distribute Opening Night Gifts</li> <li>● Organize the opening night and closing night post show parties, arrange food and beverage and communicate with all in the production team.</li> </ul>	40%
<p><b>Development Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Ensure all donations, pledges, and foundation contributions are entered into database.</li> <li>● Update donor/patron information in database.</li> <li>● Write and process acknowledgement emails and/or letters weekly for all donations.</li> <li>● Complete matching donation forms and processes.</li> <li>● Create individual year-end acknowledgements of donations when requested by a donor.</li> </ul>	10%
<p><b>Company-Wide Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Commit to Santa Fe Playhouse’s policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, engaging in EDI work at Santa Fe Playhouse, and furthering your own independent journey with anti-racism.</li> <li>● Cross-departmental collaboration, including participating in at least one Santa Fe Playhouse working group, committee, and/or taskforce outside of your own department.</li> <li>● Advocate for policies both internally and externally that further advance Santa Fe Playhouse’s stated values on an organizational, local, and national scale.</li> <li>● Contribute in meaningful ways to the culture at Santa Fe Playhouse.</li> <li>● Act as an ambassador for Santa Fe Playhouse in the local community and beyond.</li> </ul>	10%

**Qualifications/Skills:**

Experience:

- Capacity to work under pressure and meet deadlines
- High level of interpersonal and communication skills to handle sensitive and confidential situations
- Ability to problem-solve and facilitate solutions to issues
- Ability to work independently and exercise excellent decision-making skills
- Prior experience working in performing arts and/or non-profit administration
- Experience in the Santa Fe theater scene, with a good knowledge of artists and technicians is a plus;
- Collaborative spirit and ability to embrace flexibility
- Commitment to accuracy and quality with a demonstrated ability to manage sensitive information
- Valid driver’s license and a clean driving record. Must be willing and able to pick up Artists at the airport etc.

Essential Knowledge, Skills, and Abilities:

- Ability to prioritize and handle multiple competing tasks and demands
- Knowledge of Microsoft Office and Google Suite
- Excellent written and oral communication skills;
- knowledge of performing arts procedures and practices
- Ability to align stakeholders towards common goals while negotiating competing priorities;
- Ability to maintain a positive attitude under pressure;
- Willingness and ability to make decisions in a fast-paced environment as and when needed in line with the priorities of the organization;
- Sense of humor
- Commitment to transparency and inclusivity
- A typical work schedule is Tuesday - Saturday onsite. Evening, weekend and on-call availability is required.

**Other Skills or Qualities**

The ideal candidate will want to be a part of a vital institution and possesses the leadership skills to represent the institution both internally and externally: experience interacting with artistic personnel; exceptional communication, written and verbal; excellent negotiating skills; experience in developing project budgets; highly organized with effective time-management skills.

**Benefits:**

Health Insurance support package (Full time Employees) Continuing education opportunities. Paid Time Off Flexible work schedules and work location.	TICKETS Complimentary tickets to SFP productions Discounted tickets to hosted productions CLASSES Discounts to Playhouse Studio classes
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**Working Conditions:**

- Normal Office environment.
- Extended viewing of computer screens.
- Some evening and weekend work required.
- Some travel required.
- Extended work on your feet.
- Santa Fe Playhouse is located in historic downtown Santa Fe and is air-conditioned, in a wheelchair accessible building, and in close proximity to public transportation.

**Equity and Inclusion:**

Santa Fe Playhouse strives to be an anti-racist, fully accessible, multicultural theater that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion.

**COVID Vaccination Policy:**

- As a condition of employment, Santa Fe Playhouse will require all who report to work on site (either at The Santa Fe Playhouse or any other workspace or performing location) to receive the COVID-19 vaccine.

**TO BE CONSIDERED**

1. Submit a resume detailing related experience and education
2. Attached a cover letter that outlines how your related experience and education qualifies you for the position. You can address this letter to Colin Hovde and send to [submissions@santafeplayhouse.org](mailto:submissions@santafeplayhouse.org).
3. Include a writing sample (if relevant to the position)
4. Applications are reviewed on a rolling basis and the position is open until filled.

For the safety of our guests and staff the Santa Fe Playhouse requires all staff to be fully vaccinated against COVID-19. Documentation of current vaccination will be required if an offer of employment is made.

Equal Opportunity Employer including disabled and veterans.

Individuals seeking employment with our organization are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, or sexual orientation.

***Compensation Transparency:***

Santa Fe Playhouse recognizes that conversations about salary can be difficult and often lack transparency. In our commitment to working with top-tier talent we strive to provide pay and benefits that meet the market standards by leveling with industry peers to determine the pay range for each position. Where a given employee falls in that range is determined by experience and skill set. Santa Fe Playhouse works to administer a compensation and benefits program in a manner that is transparent, consistent, and equitable across the company.

***Disclaimer:***

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Santa Fe Playhouse employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.