TOURING ADMINISTRATOR

POSITION SUMMARY
Coordinates administrative office services such as coordinating general business activities for Booking and Event Management team and themselves with creating templates, sourcing vendors and volunteers, and other administrative activities for Transparent Productions. Interprets operating policies. Exercises independent judgment in the resolution of administrative problems

ESSENTIAL DUTIES AND RESPONSIBILITIES
The essential functions include, but are not limited to the following:

• Source vendors for events such as catering, generators, labor, etc.
• Assistant is sourcing and recruiting volunteers
• Create templates for advancing shows
• Create settlement templates
• Analyzes unit operating practices such as record keeping systems, forms control, and personnel requirements; creates new systems or revise established procedures
• Operates Transparent Productions computer to access email, electronic calendars, and other basic office support software
• Exercises administrative judgment and assumes responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of service within the functional area
• Interprets and communicates operating policies
• Help at events in areas such as box office, settlement, catering, volunteer coordinating, and sponsorship coordinating.

GENERAL SKILLS AND ABILITIES:

• Detail-oriented, organized, good at proofreading
• Aptitude for working with numbers
• Ability to identify trends/patterns
• Excellent written and verbal communicator
• Ability to multitask and work under deadline
• Proficient with Google Apps and Microsoft Excel
• Self starter that takes initiative and is a quick learner
• Ability to anticipate needs and problem solve independently
• Highly motivated with the ability to work without close supervision
• Team player that likes to have fun
• Bi-lingual a plus

QUALIFICATIONS
- Degree in business, psychology, or communication preferred
- Good oral and written communication skills
- Highly organized and detailed-oriented
- Knowledge and understanding of the Christian music industry
- Must be able to work in a fast-paced environment managing various projects and able to work under pressure with deadlines
- Flexible with work schedule as some projects will require weekend and evening hours

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

**NOTE**
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Report to: VP of Touring
Start Date: January 2019
Employment Status: Full-time, non-exempt
Salary Range: TBD, based on experience
Some travel will be required. Will work some nights and weekends.

Transparent Productions is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

**TO APPLY:**
Please send Resume, Cover Letter, Myers Briggs profile, Enneagram and StrengthsFinder (if you’ve taken it) with subject line “Touring Administrator Application” to
trisha@transparentproductions.com