

Buffalo Community Theater Administration & Operations Specialist (2026)

Classification: Part-Time / Grant funded Contractor

Location: On-site with some evening/weekend availability required

Schedule: Flexible; variable hours, expect increased hours during production periods or in support of key deadlines

Reports to: Executive Director and/or Executive Committee

Position Summary

The BCT Administrative & Operations Specialist plays a central role in ensuring the smooth, sustainable functioning of the community theater. This position oversees day-to-day administrative operations in support of the Board of Directors and oversees successful execution of productions from pre-production through closing.

This position is ideal for someone who thrives in a creative environment, enjoys organization and logistics, and is passionate about live theater and community engagement.

Key Responsibilities

Administrative Support

- Maintain a master BCT calendar of productions, workshops, events, deadlines and key dates
- Maintain key documents, forms and file systems to ensure they are securely stored, up-to-date and easy to access by Board Members (google drive, passwords, etc).
- Have a solid understanding of BCT internal and external tools, systems, software and websites used to do BCT business.
- Prepare and submit license, copyright agreements for theater productions. Distribute scripts and materials.
- Coordinate facility and space planning for theater productions, proactively resolve any conflicts or provide options as necessary.
- Prepare and finalize grant documents to be submitted on-time and monitor decisions, follow-through with feedback/results. Research additional grant opportunities and bring them forward to the Fundraising Committee.
- Monitor and respond to general theater email inquiries. (2 -3 times per week)
- Pick up US mail and distribute in a timely manner (2-3 times per week)
- Track and acknowledge incoming donations, assist the Treasurer when requested on a weekly basis.
- Assist with Board committees, as requested when available.
- Provide a monthly report of Admin work priorities, key accomplishments, and upcoming deliverables.
- Participate in key BCT committees related to Production, Marketing, Finance, Fundraising and provide direct assistance to the Hiring Committee to post job openings or spotlight BCT opportunities.
- Attend all Board meetings, and biannual Vision meetings.
- Advocate for BCT by attending/participating in community events as needed.

Production Support

- Assist Producers/Directors with pre-production logistics.
- Set up and maintain the audition process; sign-ups and communications, assist with announcements and follow-through to communicate cast roles/acceptance/not cast emails.

- Assist hired Production Managers/Directors/Stage Managers with pre-production logistics (set up Theater forms access, dates and requirements for auditions/space).
- Act as the point of contact for the Production Manager/Stage Manager and Director for productions; help them coordinate logistics, access to policies, procedures (Work with Production Support Chair).
- Ensure rehearsal schedule is coordinated with approved facility plannings (rooms, hours, requirements).
- Communicate and coordinate with Board members to ensure shows are moving smoothly, resolve any issues, engage Board members as needed.
- Prepare post-production survey as directed by the Production Review Chair. Ensure timely outreach and summarize results.

Marketing & Communications

- Maintain lists of customers, donors, supporting members, casts, staff, partners, volunteers, former board members for all BCT communications.
- Collect content and create Quarterly BCT Newsletter to be distributed via email to key partners, customers, cast, staff, volunteers.
- Prepare outreach mailings as needed (supporting members, donors, partners, etc).
- Prepare gift certificates as needed.
- Assist with fundraising efforts, help plan events and coordinate logistics and ensure BCT Board members are prepared.
- Maintain BCT presence on social media (Instagram, Facebook, Emails, Text, TikTok). Estimate 12-20 per month. Create simple content and collect graphics from BCT graphic designers that advertise and promote BCT general news, BCT productions or events.
- Support additional marketing efforts as needed.

Qualifications

Required:

- Strong organizational and time-management skills
- Excellent written and verbal communication
- Comfortable with Google Workspace or similar tools
- Expertise at Social Media; timely creation and delivery of content
- Ability to manage multiple projects simultaneously
- Collaborative, positive attitude
- Availability during some evenings and weekends during productions

Preferred:

- Experience in theater or live events
- Basic budgeting or bookkeeping familiarity
- Theater production experience
- Experience preparing grants
- Familiarity with Theater systems, tools

Core Competencies

- Attention to detail
- Professional communication
- Initiative and follow-through
- Flexibility in fast-changing environments
- Calm under production pressure

Compensation

- Set monthly rate, report on annual 1099