Job Title: Production Admin Assistant
Schedule: Variable
Pay Rate: $16.32 per hour

Description:
Provide general administrative support. Assist Production Manager and Production Admin Manager with various duties such as: tabulating hours from the daily crew sign-in sheets, tracking labor costs, editing crew schedules, data entry for event management software, processing forms, photocopying, & special projects as needed.

The ideal candidate will have worked in an office environment utilizing the Microsoft suite for creating documents, working in spreadsheets & accounting, and Adobe for creating and archiving PDFs and has a sharp eye for accuracy.

Qualifications:
● Excellent computer skills; MS Office, Adobe, Google Suite
● Ability to work independently, precise with details
● High degree of organizational & time management skills
● Excellent oral & written communication skills, good handwriting
● Professional demeanor
● Punctual & prompt
● Must be a current UCB student
● Must be at least 18 years old

To apply:
Email resume to production@calperformances.org. Indicate “Production Admin Assistant” in the subject line of the email. In the body of the email, please specify if you have work-study and what your daily availability is for work (having work-study is not required).