

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).