

## **ADMINISTRATIVE PROJECT COORDINATOR (Part-Time Hourly)**

Seeking an up-and-coming theatre artist to provide administrative and creative support to Jeremy Chernick Designs, a Special Effects Artist operating in the Broadway, Off-Broadway, Film, and Television industries. This role will serve as a direct line of communication between Jeremy Chernick Designs and internal and external parties.

An ideal candidate is comfortable navigating a workflow across multiple projects, unafraid of asking questions and problem solving, and has a desire to be an effective and integral member of the team. This role will build upon the individual's strengths as time goes on. It is important that the candidate have a basic working knowledge of performing arts production, be able to travel within the metropolitan NYC area (Driver's License a plus but not required), and excel at managing an ever-changing schedule. A dedication to details and a high level of accountability are a must.

### **Responsibilities include, but are not limited to:**

- Administrative support, including calendar maintenance, tracking of phone calls and appointments, etc.
- Project support in an ongoing and constantly evolving manner - building out a schedule for each unique project, including research time, shop prep, demo work, etc. in consultation with the team.
- Coordinating travel arrangements as needed.
- Consistent and reliable schedule management.
- Reading, reporting, and filing of rehearsal and show reports.
- Occasional creative assistance on various projects, including research, videotaping of demos, cataloging work, and maintaining organized notes for each project.
- Digital file maintenance, creation and formatting of Excel and Word documents as needed.

### **Basic Qualifications:**

- Outstanding organizational skills.
- Ability to effectively communicate in a friendly and professional manner.
- Excellent interpersonal and communication skills.
- Familiarity with Microsoft Office, Dropbox, etc. is a plus.
- A desire to work across many industries and with a diverse and inclusive team.

This role will have the flexibility to operate remotely and participate in projects on-site in Brooklyn and in theatres and other event spaces throughout Manhattan as needed. The

role will be hourly, starting at 20 hours/week for the first 3 months. Hours will build into a full-time position, 40+ hours a week with overtime pay. Full-time employees receive competitive benefits. Available benefits to be discussed during the interview process.

**Compensation** begins at \$25/hour, commensurate with experience, with overtime paying time and a half. Project-related travel expenses will be covered by Jeremy Chernick Designs.

**Schedule Expectations** will be agreed to on an ongoing basis; a majority of the work can be accomplished remotely. Flexibility is important for all parties. Position will generally operate during normal business hours, Monday-Friday, with any hours outside of this being agreed to by both parties.

**Project Start Date** is to be agreed to by both parties, ideally as soon as possible.

**Covid-19 Considerations** are constantly evaluated, as the health and safety of all those we work with is of utmost importance. Jeremy Chernick Designs requires that all employees be fully vaccinated and comply with all health and safety protocols.

Jeremy Chernick Designs is committed to offering employment opportunities to people of diverse backgrounds and seeks to consider applicants for all positions without regard to race, religion, gender identity or expression, national origin, color, age, disability, or any other legally protected status.

Please apply by submitting your resume to [consultposting@gmail.com](mailto:consultposting@gmail.com).