

## Conservatory Administrator - Pittsburgh Musical Theater

### NATURE OF WORK:

The Conservatory Administrator reports directly to the Conservatory Director and is responsible for assisting in the day to day operations of PMT Conservatory, including managing the student database, fielding communications from parents and students, and coordinating Conservatory registration and documentation. The Conservatory Administrator will also work as a member of the PMT Administrative Team and assist in coordinated objectives of the Conservatory and other departments.

### PRIMARY RESPONSIBILITIES:

- Manage the PMT Conservatory database and ensure accuracy of student information
- Oversee recordkeeping within PMT Conservatory
- Set up and oversee payment arrangements for PMT Conservatory students
- Coordinate communication from PMT Conservatory through regular updates, required notices, and on an as-needed basis
- Field communications from PMT Conservatory students and families as well as prospective students. Assist the Conservatory Director with student and family relations
- Work with Conservatory Director and Finance Director to manage Conservatory budget and ensure accurate and on time payroll processing
- Assist in coordination of Young Artist productions as a collaborative effort between PMT Conservatory and Pittsburgh Musical Theater
- Assist in the record keeping and management of student portfolios in alignment with the PMT strategic plan
- Be familiar with and embrace the objectives of the PMT Strategic Plan. Full and abridged versions of the strategic plan can be reviewed at [www.pittsburghmusicals.com/about](http://www.pittsburghmusicals.com/about)

### KNOWLEDGE AND EXPERIENCE:

The qualified candidate will be an administrative professional who is organized, detailed-oriented, communicative, and flexible. This job will be an excellent fit for someone who loves musical theater, enjoys working with young people and creatives, and thrives in an environment that offers something different every day. The successful candidate will proactively suggest new and creative solutions to Conservatory administration and be anxious to confidently put these solutions into action.

All employees of PMT and especially those within PMT Conservatory are expected to be passionate and committed to advancing PMT's mission through a professional, holistic approach to arts education that makes a positive impact on our students by facilitating their personal growth, on and off the stage.

Founded in 1990 and located in the West End since 2000, Pittsburgh Musical Theater's student body is made up of approximately 300 students from 7+ regional counties and 25+ neighborhoods within the City of Pittsburgh. We are seeking a Conservatory Administrator who is representative of our student body and committed to diversity, equity, inclusion, and anti-racism. Pittsburgh Musical Theater is an equal opportunity employer and candidates from diverse backgrounds, perspectives, and skill-sets are encouraged to apply. See additional details

about our EOE policy below.

REQUIREMENTS OF WORK:

- A bachelor's degree or 1 year equivalent experience is preferred. PMT welcomes candidates with a diverse array of educational and professional experiences and will consider a variety of experiences as relevant to the work
- A driver's license is required
- This position will occasionally require evening and/or weekend work
- This candidate will be required to obtain all relevant federal and state clearances for working with children
- PMT requires all on site staff to be fully vaccinated for COVID-19

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- This position is partially remote
- The ability to climb stairs is required

This position is currently part time. Additional PMT departments may require administrative support, so candidates interested in full time work supporting other company functions may be considered. Please specify whether you are seeking part time or full time work in your cover letter. Salary is commiserate with experience.

Pittsburgh Musical Theater is an Equal Opportunity Employer and encourages all applicants to apply without regard to Race, Color, Religion, Sex, Sexual Orientation, Gender Identity or Expression, Genetics, Pregnancy, Age, National Origin, Disability Status, Military or Veteran Status, or any other characteristic protected under Federal, State, or Local Laws.

TO APPLY:

Please submit a resume and cover letter to [hire@pittsburghmusicals.com](mailto:hire@pittsburghmusicals.com). No phone calls please.