



DEPARTMENT	CLASSIFICATION	REPORTS TO	TARGET START
Administration	Full-Time, Salaried	Executive Director	August 15, 2026

About OCT & This Role

Oklahoma Children's Theatre (OCT) provides exciting theatre and arts-based experiences to children throughout Oklahoma. Known for quality live productions, school-break camps, classes, student productions, and special events, OCT places an emphasis on education and positive child development.

The Administrative & Patron Services Assistant keeps OCT's office running day to day and is often the first voice patrons hear, whether by phone, at the box office, or online. The role also supports OCT's social media presence in partnership with the Development team, helping plan and create content, and assists with front-of-house duties at performances.

All staff roles require self-motivation, problem-solving skills, and a collaborative spirit to advance OCT's mission.

Duties & Responsibilities

Administrative Support (60%)

- Answer and manage all incoming phone calls, providing information and resolving queries regarding productions, classes, camps, and events.
- Manage email communication with patrons and partners.
- Obtain, organize, and file contracts, W-9s, worker's exemption forms, direct deposit forms, and other necessary documentation for contractors.
- Support managing camp enrollments, refunds, and camp-related payments, and help ensure all fees are collected prior to participation.
- Assist with office maintenance requests and track/order office supplies.
- Support preparation and management of OCT Board meetings, including preparing minutes and calendar management for the Board and Executive Director.

Social Media & Community Engagement (20%)

- Assist with OCT's social media accounts (Instagram, Facebook, and LinkedIn), in partnership with leadership, helping plan and create content that reflects our mission and programming.
- Monitor OCT's social media accounts, responding to messages and comments in a timely, welcoming manner, and flagging notable feedback or trends to the Director of Development.
- Help plan and create content alongside the Director of Development and program staff.
- Capture photos and video at camps, classes, and performances for use on social media.
- Promote all OCT programming and initiatives via social media, newsletters, and community calendars.

Customer Service & Front of House (20%)

- Assist patrons with ticket sales over the phone and at the box office, including cash handling, following box office policies for all sales.
- Be present at every performance to welcome patrons, run check-in, and coordinate with the stage manager to ensure timely start times.
- Recruit and manage box office volunteers to support front-of-house and production needs.
- Ensure the front-of-house area is presentable and adequately staffed.

Education & Experience

- Entry-level position; bachelor's degree preferred; high school diploma or GED required.
- Experience preferred in customer service.
- Comfort with social media platforms and a willingness to help plan and create content as part of a team.
- Familiarity with design tools such as Canva is a plus.
- Previous experience in cash management or payment handling.
- Background and/or interest in theatre, arts administration, or nonprofit management.

Required Knowledge, Skills & Abilities

- Excellent organizational and multitasking skills.
- Outstanding interpersonal and customer service skills.
- Strong writing and communication skills for diverse audiences, including social media.
- Creative eye for content that connects with families, schools, and community groups.
- Strong attention to detail and analytical ability.
- Energetic, creative, and enthusiastic team player.
- Ability to learn new software quickly and troubleshoot technical issues.
- Diplomatic skills with initiative and maturity.
- Ability to work collaboratively and independently, and give and receive constructive feedback.

Compensation & Other Information

- Compensation: \$35,000-\$39,000 annually.
- Benefits: Full-time employment includes 100% employer-paid health and dental insurance (dependent coverage available but not covered), and retirement plan with 3% company match.
- 160 hours of annual PTO.
- Must be available to work evenings and weekends for performances and events.
- Must possess a valid Oklahoma driver's license.
- Certification in First Aid and CPR required (training can be provided).
- Passion for the performing arts, arts education, and community engagement is essential.
- Candidates will undergo an extensive background check.
- Applications will be reviewed on a rolling basis until the position is filled.

Physical Requirements

Must be able to lift and/or move up to 10 pounds and occasionally up to 25 pounds. Sitting and standing for extended periods, using the phone in a moderate noise environment, frequent typing and writing, standing and/or sitting, occasional walking, stooping, kneeling, crouching, reaching, and visual assessment required. Regular physical attendance is essential. Some local driving required.

To Apply

Submit a cover letter and resume to Austin Klososky, Executive Director, at austin@oklahomachildrenstheatre.org.