Administrative Coordinator — Cascade Community Theatre

Status: Part-time (5–20 hrs/week, seasonal fluctuations)

Employment Status and Wage: Contractor with hourly wage of $20-$25/hour

Reports to: President, Cascade Community Theatre Board

About Cascade Community Theatre

Cascade Community Theatre (CCT) is a volunteer-powered organization serving the Snoqualmie Valley with accessible, high-quality community theatre. We produce plays, musicals, youth programs, and community events that bring neighbors together through creativity, collaboration, and storytelling.

Role Summary

The Administrative Coordinator ensures the day-to-day functioning of CCT. This role supports productions, manages communication and scheduling, assists the board with organizational operations, and helps maintain the systems that allow volunteers and artists to thrive. The ideal candidate is organized, personable, and excited to support a growing community arts organization.

Key Responsibilities

🗂 **Administrative Operations**

- Manage CCT's master calendar, organizational files, digital storage, and archives.
- Monitor and respond to general inquiries via email and social channels.
- Assist with volunteer coordination, including onboarding, communication, and role tracking.
- Support the President and board with administrative tasks as needed.
- Convert board meeting notes from Fathom and post them on SharePoint
- Support productions with administrative tasks as needed.

💰 **Fundraising & Grants**

- Track grant deadlines, submissions, reporting requirements, and award notifications.
- Assist with donor acknowledgements and fundraising communications.
- Support preparation of grant materials, including gathering documents and coordinating with partners such as DFA.

Community Engagement & Communications

- Support marketing efforts by coordinating content, distributing materials, and assisting with newsletters.

Required Skills & Qualifications

- Strong organizational and administrative skills.
- Excellent written and verbal communication.
- Comfort with digital tools (i.e. - Microsoft 365 apps, Ludus, Square and META).
- Ability to work independently and collaboratively with volunteers, artists, and board members.
- Interest in community theatre, nonprofit work, or arts administration.

Preferred Qualifications

- Experience in theatre production support or arts administration.
- Familiarity with grant tracking or donor management.
- Experience coordinating volunteers or community programs.
- Comfort working in a fast-paced, creative, volunteer-driven environment.

Working Conditions

- Flexible schedule with increased hours during production periods.
- Evening and weekend availability required for auditions, rehearsals, performances, and community events.
- Work involves collaboration with volunteers, youth participants, and community partners.

Why This Role Matters

Cascade Community Theatre is growing — expanding programming, building new partnerships, and developing new spaces for performance. The Administrative Coordinator ensures that this growth is supported by strong systems, clear communication, and reliable operations. This role strengthens CCT's ability to serve the community, support artists, and bring meaningful theatre experiences to the Snoqualmie Valley.