



TITLE: Administrative & Project Coordinator

STATUS: Part time, approximately 10 hours; Non-Exempt

LOCATION: Onsite

COMPENSATION: \$26/hour

SUPERVISOR: Business Manager

ABOUT ARTSWEST

ArtsWest's mission is to produce artistic events that provoke conversation, incite the imagination, and use live theater as a powerful agent of change. ArtsWest values all employees not just for their staff roles, but for all that makes them who they are. We recognize that identity contains multitudes and is fluid, intersectional, and of vital importance. Whether an employee fulfills an administrative, creative, or public-facing role, we consider our entire team to be artists in their own right. We are a small but nimble team that allows for collaboration and much self-directed work. As an organization we hold dear our people and conduct ourselves, accordingly, centering relational work over transactional processes.

ABOUT THE POSITION

The Administrative & Project Coordinator provides flexible administrative, operational, and project support to ArtsWest, helping ensure that important day-to-day tasks and organization-wide initiatives move forward efficiently.

This role supports the Business Manager and Producing Artistic Director with scheduling, organizational calendars, project tracking, routine financial administration, records and filing, office systems, vendor and IT follow-up, and other finite administrative projects. The ideal candidate is proactive, resourceful, comfortable taking a task and carrying it through to completion, and able to recognize when additional guidance is needed.

The position is designed to provide practical execution and follow-through capacity so that senior staff can remain focused on financial oversight, organizational leadership, fundraising, and artistic work.

ESSENTIAL FUNCTIONS

Administrative & Project Support

- Maintain organization-wide calendars and administrative timelines for defined projects and initiatives.
- Track assigned deliverables and deadlines, follow up with responsible staff, and flag overdue or unresolved items to the Business Manager or Producing Artistic Director.
- Schedule meetings, circulate materials, take notes as assigned, and maintain action-item lists.
- Provide administrative support for organization-wide planning processes, including Season Planning and Staffing, Strategic Planning, Staff Retreats, and other initiatives as assigned.
- Conduct outreach and follow-up for discrete organizational, fundraising, partnership, or administrative projects.
- Assist with research, inventories, records cleanup, account transitions, and other finite administrative projects.

Financial Administration Support

- Provide administrative support to the Business Manager, including preparing bank deposits, organizing and routing invoices and financial documentation, data entry, document collection, and records maintenance as assigned.
- Handle financial information with accuracy and confidentiality.

Office & Operations Support

- Support organization-wide filing, scanning, mail, supplies, and records-management needs.
- Serve as a point of follow-up for routine IT, office equipment, vendor, and service issues and coordinate with outside support when needed.
- Assist with maintaining organizational accounts, subscriptions, access lists, and administrative records.
- Support routine facilities coordination, vendor access, and light facilities and upkeep tasks as assigned, such as changing lightbulbs, replacing basic supplies, and helping keep shared spaces functional and organized.
- Take on other administrative, project, and operational tasks assigned by the Business Manager or Producing Artistic Director as capacity allows.

QUALIFICATIONS

Essential

- Excellent organizational skills and attention to detail.
- Strong follow-through and ability to complete tasks independently.
- Clear written and verbal communication skills.
- Comfort communicating with external contacts, vendors, and organizational partners.
- Ability to handle confidential information with discretion.
- Comfort using Microsoft 365, including Outlook, Word, Excel, Teams, and SharePoint.
- Ability to learn new systems and troubleshoot routine administrative problems.
- A love for the arts and an alignment with ArtsWest's mission and values.
- Ability to maintain calendars, track deadlines and action items, and follow up diplomatically with colleagues.

A bonus if candidates have -

- Experience in nonprofit, arts, or office administration.
- Experience with scheduling or executive support.
- Experience with routine financial administration, deposits, invoices, or record keeping.
- Experience coordinating with IT providers, vendors, or contractors.
- Experience with project coordination, calendar management, or project-management software such as Asana.

An ideal candidate identifies with the following statements:

1. I enjoy taking a concrete task and seeing it through to completion.
2. I am highly organized and attentive to detail.
3. I am comfortable reaching out to people, following up, and coordinating schedules.
4. I am resourceful and enjoy figuring out how to solve practical problems.
5. I can work independently while knowing when to ask questions.
6. I am comfortable shifting among different kinds of administrative tasks.
7. I communicate clearly and professionally with colleagues, vendors, and external partners.
8. I take pride in making other people's work easier by reliably handling important details.

LOCATION

ArtsWest is located at 4711 California Ave. SW in the heart of West Seattle's Alaska Junction. There is paid parking behind the building, with free parking available on residential streets within 4 blocks west and south of the theater. King County Metro has a stop for the C Line on the same block as the building. Average 10-hour work week within the hours of Monday-Friday 9:30am – 5:30pm with occasional nights and weekends.

APPLICATION DETAILS AND DEADLINE

To apply, please submit in PDF format a cover letter that outlines how your related experience and skills qualifies you for the position and your resume to resumes@artswest.org.

Applications will be reviewed on a rolling basis until the position is filled.

The anticipated start is November 1, 2026.

Our policies regarding hiring and employment at ArtsWest are designed to make it clear on all levels of the organization that we honor and value lived experience and the truths of human beings and the energies and talents they bring to their work. A broad range of lived experience is welcomed. We invite those whose goal is to create an environment of abundant and creative space, especially for those whose intersecting identities and voices have been historically excluded, marginalized, or erased.