



---

Job: Office Coordinator  
Location: Carbondale, CO  
Position Type: Full Time  
Salary: 50k - 60k

The Office Coordinator provides centralized operations coordination and administrative support for SIX Productions and the Executive Leadership Team of Owners (2), Executive Producer and General Manager including managing their schedules, file storage, and collaborative software applications, assists in coordinating travel, processing expense reports, and completing special projects as necessary.

The candidate must be well organized, flexible, and must be able to contend with multiple demands and accuracy while maintaining a high level of sustained attention to detail. This position also requires basic communication skills, knowledge of Excel, information technology, and database systems, and an understanding of accounting and bookkeeping. The Office Coordinator must have the ability to interact with internal staff and external stakeholders through program event planning. The ideal candidate will be a self-starter, results-oriented, highly motivated, creative and a team player.

### **Key Job Responsibilities**

- Speaks and corresponds with individuals on the Executive Leadership Team's [ELT's] behalf as requested
- Plans travel and prepares detailed itineraries for ELT when requested, including travel arrangements, accommodations, and appointments
- Initiates and/or finalizes correspondence for the ELT as appropriate
- Maintains files, prepares reimbursements and reconciles corporate credit expenses and other forms as assigned
- Manages the RFP info box by responding to inquiries and leads and vetting the business before sending them to the Executive Producer for assignments when necessary
- Works closely with Operations staff in assisting with special projects as assigned
- In coordination with staff, prepare, provide and retain agendas, information, notes and other pertinent items for staff meetings and events
- Is the company "scheduler" within Humanity for all full time year round and seasonal staff including all freelance and contract labor
- Assists ELT with research, written analyses, reports, briefings and memoranda for a variety of audiences
- Other duties as assigned

### **Knowledge, Education, and Experience**

- Bachelor's Degree in relevant fields preferred but not required
- A minimum of two (2) years' experience in Administration or related field; (Additional administrative experience may be substituted for degree)
- High energy, flexibility, trustworthiness and compatibility; proven ability to determine and hold confidentiality is required
- Attention to detail and ability to meet deadlines



- Demonstrates experience and passion for working in the live event production industry
- Ability to understand budgeting and expense reporting
- Computer proficiency, particularly with Google Suite
- Outstanding communications skills and writing ability are essential
- Prior experience working in administration, live events, or production is appreciated
- Ability to manage multiple overlapping deadlines
- Ability to adhere to attendance policies

**Competencies:**

- Hospitality
- Responsiveness
- Professionalism
- Decision Quality
- Business Insight
- Collaboration
- Builds Trust
- Plans and Aligns
- Demonstrates Self-Awareness

**Work Environment:**

Work is performed in an office environment. Working times will include irregular hours and on-call status including days, evenings, weekends and holidays. Team members must adhere to appearance guidelines as defined by SIX Productions.