

Administrative Coordinator

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

Position Summary

Reporting to the Chief Finance Officer (CFO), this position acts as the primary support for the administration department. The Admin Coordinator assists the team by acting as the primary lead in office management duties and coordination of the facility's master calendar as well as partnering with HR and Accounting to act as a primary back-up and assist in the day-to-day operations of both areas.

Administrative Responsibilities

- Assists staff throughout the organization with more advanced or sensitive duties related to finance, HR, or other administrative areas
- Assists with performance and concert contract and agreement review and administration
- Collaborates with all departments to manage the facility master calendar in coordination with the Chief Operating Officer
- Enters and maintains all items on the master calendar and distributes it weekly to internal stakeholders
- Meets with program managers on a regular basis to review upcoming calendar and potential conflicts and communicates all uses, changes, and potential conflicts to appropriate staff and others as needed
- Develops best practices for scheduling facility and managing multiple users in multiple spaces
- Assists the CFO with offsite IT contractor
- Serves as the onsite point of contact for basic IT needs, including new employee setups
- Maintains onsite IT inventory
- Acts as content manager and coordinator for the Arvada Center's intranet "AC Connect"
- Performs the duties of office manager, including office equipment maintenance of copiers, printers and postage machine and general cleanliness of shared spaces
- Maintains mailroom, kitchen and office supply inventory and procurement
- Assists administration department in maintaining records, documentation, and files as needed
- Other reasonable duties as assigned

Human Resources Responsibilities

- Processes and monitors onboarding of new and returning staff via payroll provider, Paylocity
- Initiates welcome emails to new and rehired staff members
- Creates ID badges for new staff and volunteers
- Creates and maintains job postings on approved websites
- Monitors candidate applications and distributes materials to appropriate hiring managers in a timely manner
- Initiates background checks as needed

Accounting Responsibilities

- Completes preparation of daily cash and check deposits
- Reconciles daily batches out of ticketing system
- Investigates any discrepancies found in the daily transactions
- Enters daily batches into financial systems General Ledger via manual journal entry
- Serves as backup to the Senior Accountant in processing Accounts Payable
- Reviews and determines cash needs for daily operations and special event planning
- Assists with the review, coding, and audit of general, special event and production petty cash receipts

Skills and Competencies

- Minimum of 2 years experience in Administration including cash handling best practices
- Ideal candidate will have working knowledge of, or experience in the nonprofit sector
- Familiarity with accounting and HR software such as Financial Edge and Paylocity desired, understanding of ticketing software such as Tessitura, a plus
- Demonstrated ability to problem solve and initiate action
- Committed to the values of Inclusion, Diversity, Equity and Access (IDEA)
- Ability to manage multiple projects and programs at the same time and prioritize workload
- Acute attention to detail
- High level of capacity for confidential information
- Excellent written and oral communication skills with dedication to strong customer service
- Good interpersonal skills and comfort in engaging with employees from all levels and departments of the organization
- Ability to work independently, take initiative, and good time management skills
- Possesses passion for the mission of the Arvada Center, enthusiasm, honesty, strong ethical standards, focus, creativity, and a positive outlook

Compensation

This is a full-time, nonexempt position earning an annualized salary range of \$47,500 - \$52,500 in addition to a benefit package including health, dental, vision insurance plans, term life and accident policies, 401k retirement plan, flexible spending plan, paid time off, and more!

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with your resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line.

*Applications accepted until December 31, 2025.