

JOB DESCRIPTION: EXECUTIVE ASSISTANT

Job Title: Executive Assistant

Reports To: Executive Director

Department: Administration

FLSA Classification: Part-time, Non-Exempt

General Statement of Job Function: Supports the Executive Director and other Senior Managers as needed.

Principle Duties and Responsibilities:

- Handle all communication (email, phone, etc.) for Executive Director (ED) in a professional, confidential manner.
- Manage daily workflow, prioritizing calendar and handling email when appropriate.
- Schedule meetings with staff, Board, and others as required.
- Reconcile monthly credit card statements of ED and Executive Assistant.
- Serve as liaison for Board of Trustees, preparing for and coordinating quarterly as well as annual meetings.
- Coordinate and assist in preparation for quarterly and ad-hoc Board of Trustee Committee meetings.

Other Duties and Responsibilities:

- Process and assist with mail for the organization as needed.
- Handle opening notes for Goodspeed productions and Broadway shows.
- Provide support to other departments as time permits.
- Other duties as assigned.

Required Qualifications & Skills: Absolute discretion when handling confidential and sensitive information; ability to navigate competing priorities; professional verbal and written communication skills; proficiency in basic office suite computer programs.

Preferred Qualifications & Skills: Ability to interact at all professional and social levels; proactive and assertive in accomplishing necessary tasks; ability to learn industry-specific computer programs; patience in managing various personalities.

Employee Acknowledgement / Date

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