

## **JOB DESCRIPTION: Executive Assistant**

Rev. 04/2021

### **Job Title: Executive Assistant**

**Reports to: Artistic Director & Managing Director**

**Department: Administration**

**FLSA Classification: Part-Time, Non-Exempt (FT, Non-Exempt at later date)**

General Statement of Job Function: The Executive Assistant works very closely with the Artistic Director and Managing Director (Executive Office) and will deftly filter and prioritize visits and phone calls, manage calendars and provide other management support. This is a prime opportunity for a motivated and very detail-oriented individual who handles pressure with grace, inspires creativity and fosters a collegial work atmosphere.

### Principle Duties and Responsibilities:

- Providing administrative assistance such as drafting memos and preparing communications on behalf of the Executive Office
- Scheduling and organizing Board and Board Committee meetings, taking and distributing minutes, and communicating with Board members
- Maintaining comprehensive and accurate corporate records, documents and reports, including Board-related records and communication
- Performing delegated office management responsibilities such as supply management, mail receipt and delivery, and hospitality as required
- Assisting in special projects across organization departments, as needed
- Providing support to General Manager in the organization and management of new employee onboarding and first day experience
- Organizing meetings, including scheduling and sending reminders
- Answering incoming calls to the Executive Office in a polite and professional manner and accurately taking messages, with an ability to discern the elevation of certain matters
- Welcoming all visitors to the Executive Office in an engaging manner
- Managing the Artistic Director and Managing Director day-to-day calendars, including making appointments and prioritizing the most sensitive matters
- Coordinating travel arrangements (both domestic and international) and create trip itineraries for Executive Office, as well as managing sponsorship airfare vouchers program.
- Gathering material for and deploying periodic company-wide and Board-specific newsletters
- Proofreading and formatting guidance for various communications
- Reconcile monthly credit card statements for the Executive Office
- Oversee Opening Night notes for Goodspeed productions and industry celebrations
- Provide secondary administrative support to other areas of the organization as necessary
- Other duties, as assigned

### Qualifications and requirements:

- Proficiency with Microsoft Office suite, including word processing, spreadsheets and presentation applications

- Superb time management acumen and ability to meet deadlines
- Excellent verbal and written communications skills
- Strong organizational skills and ability to multitask
- Problem-solving and decision-making abilities
- Exceptional attention to detail and a proactive spirit
- Serve as an effective gatekeeper, escalating relevant information to the Executive Office as appropriate
- Self-starter and ability to work effectively with minimal supervision
- Strong interpersonal skills, including the ability to remain calm in stressful situations and to demonstrate resilience in times of shifting priorities
- Ability to treat confidential information with the utmost discretion
- Fondness for setting measurable goals for your own performance and growth
- Knack for anticipating the needs of the Executive Office
- Some weekend/evening work will be required but in most cases, can be scheduled/planned in advance

Preferred qualifications and skills:

- Appreciation of and fondness for live theatre
- Sense of humor
- Kindness, confidence and generous spirit
- 2+ years working in an office environment
- High school diploma or GED