



**JOB DESCRIPTION: Executive Assistant**

Rev. 05/2023

**Job Title: Executive Assistant**

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

**Department: Administration**

**FLSA Classification: Full-Time; Non-Exempt (40 hours/week)**

**Salary: \$18-\$21/hour; with insurance, paid time off, and paid holidays provided**

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:**

- Provide administrative assistance such as drafting memos and preparing communications on behalf of the Executive Office
- Schedule and organize Board and Board Committee meetings, taking and distributing minutes, and communicating with Board members
- Maintain comprehensive and accurate corporate records, documents and reports, including Board-related records and communication
- Perform delegated office management responsibilities such as supply management, mail receipt and delivery, and hospitality as required
- Provide support to General Manager in the organization and management of new employee onboarding and first day experience
- Organize meetings, including scheduling and sending reminders
- Answer 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
- Welcome all visitors to the Executive Office in an engaging manner
- Manage the Artistic Director and Managing Director day-to-day calendars, including making appointments and prioritizing the most sensitive matters
- Coordinate travel arrangements (both domestic and international) and create trip itineraries for Executive Office, as well as managing sponsorship airfare vouchers program
- Craft, curate, and edit company-wide and Board-specific newsletters (*All-Staff Newsletter; Board Briefs; Good News from Goodspeed* advocacy newsletter)
- Reconcile monthly credit card statements for the Executive Office
- Oversee Opening Night notes for Goodspeed productions and industry celebrations
- Contribute to and oversee job posting/recruitment efforts as needed

- 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 and ability to meet deadlines; keen at problem-solving and decision-making
- Excellent verbal and written communications skills; high level of organization, and ability to multitask
- Exceptional attention to detail and a proactive spirit; a self-starter who works effectively with minimal supervision
- Serve as an effective gatekeeper, escalating relevant information to the Executive Office as appropriate; 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
- Respect for Goodspeed's mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing discretion, diplomacy, and tact; seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed and proactive when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity.
- High school diploma or GED

Preferred qualifications and skills:

- Experience taking meeting minutes
- Appreciation of and fondness for live theatre
- Sense of humor
- Kindness, confidence and generous spirit
- 2+ years working in an office environment

**How to Apply:** Please send a cover letter, resume, availability and list of three references to [jobs@goodspeed.org](mailto:jobs@goodspeed.org) with the subject line "Executive Assistant".