



Les Waters, Artistic Director
Kevin E. Moore, Managing Director

**Actors Theatre of Louisville
EXECUTIVE ASSISTANT
Deadline to Apply: June 1, 2018**

Position: Executive Assistant
Reports To: Managing Director and Artistic Director
Department: Executive
FLSA: Non-Exempt

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of Executive Assistant.

Under the leadership of Artistic Director, Les Waters and Managing Director, Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program for 40+, the Professional Training Company.

Actors Theatre seeks to create brave space where it is safe to be who you are and diverse identities, ideas, cultures and opinions are cultivated because we believe the diversity of our community is a defining strength. We are committed to diversity in all areas of our work, including the plays we produce, casting, marketing and community engagement efforts, education programs, recruitment of staff and volunteers, and the composition of the Board of Directors. People of color and members of underrepresented communities are invited and encouraged to apply.

Summary of Position:

The Executive Assistant provides administrative support to the Theatre's Managing and Artistic Directors, with secondary support to Human Resources. The successful candidate will have knowledge of the administrative procedures and tools required to support two executive leaders in a complex not-for-profit environment.

The Essential Functions include, but are not limited to, the following:

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- Provide administrative support to both Artistic and Managing Directors including scheduling, managing telephone lines, email and mail, office organization, file-keeping, travel and accommodation arrangements and ticket requests.
- Provide secondary support and database entry for Human Resources and Finance departments.
- Manage schedules for executive leadership including maintaining and synchronizing both work and personal calendars using Outlook.
- Serve as point of contact for members of the Board. Maintain accurate Board records utilizing the Theatre's Customer Relationship Management software, Tessitura.
- Schedule Board of Directors and committee meetings in collaboration with executive and Board leadership, manage meeting RSVP's, coordinate meeting space, food and beverage needs.
- Compile, prepare and distribute materials for meetings of the Board of Directors and its committees.
- Take notes at Board committee and senior leadership meetings and share with members.
- Collaborate with executive leadership about schedule demands and leadership's need for private work time.
- Coordinate and schedule donor meetings and events on behalf of executive leadership that may include Board members and Development staff.
- Coordinate and facilitate meetings for leadership with visiting industry professionals and guests during the Humana Festival of New American Plays; serve as one of Theatre's staff member hosts for guests during the Festival.
- Assist staff in scheduling time with executive leadership, both standing meetings and additional special requests or cross-departmental gatherings.
- Reconcile Directors' business expenses and reimbursements.
- Represent the company with diplomacy, discretion and courtesy at all times, safeguarding all confidential information.
- Promote an atmosphere that embraces cooperation, a positive attitude, diversity, integrity, trust, respect, and teamwork by being empathetic, caring, patient, enthusiastic, polite and professional.
- Greet and assist visitors.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Strong knowledge of office equipment (e.g., copiers, fax, telephones, personal computers, shredders, etc.).
- Skill to type at a speed of 45 words per minute in order to effectively complete work assignments, prepare correspondence, transcribe notes and minutes, disseminate information to staff and others, etc.

- Skill to independently gather data in order to compose correspondence (e.g., memoranda, letters, reports, etc.) for review.
- Skill to handle with courtesy and tact a wide variety of public contacts both on the telephone and in person in order to respond to inquiries, disseminate information, provide assistance, promote a positive work environment, and gain the cooperation of others.
- Excellent written and verbal communication skills.
- Dynamic interpersonal skills. Professional and courteous demeanor using sound judgment at all times, including all written and verbal correspondence.
- Experience working in a dynamic environment that demands high level of administrative, organizational, as well as problem-solving skills.
- Strong organizational skills with attention to detail and excellent proof-reading skills.
- Tact, diplomacy and discretion, and the ability to handle sensitive issues in a confidential fashion.
- Ability to take initiative and follow through on projects and tasks.
- Ability to develop and maintain effective work relationships with all levels of personnel and external contacts.
- Ability to multi-task and to work with grace under pressure of multiple deadlines.
- Ability to learn and adapt to new responsibilities.
- Ability to prioritize; project management.
- Ability to follow directions, take initiative, close the loops.
- Strong work ethic, integrity, with desire to learn and absorb new information.
- Ability to work independently and in a team.
- Ability to sit for extended periods of time in front of a computer workstation.
- Ability to lift and carry 15 pounds without assistance.

Minimum Qualifications:

- Administrative work experience in support of senior leadership.
- High school diploma or equivalent.
- Advanced technical skills in Microsoft Office; experience with donor database software, preferably Tessitura.
- Creative and pleasant personality who enjoys working with a team in a fast-paced environment.
- A genuine interest in and knowledge of the Theatre with a commitment to the organization's Equity, Diversity and Inclusion work.

Preferred Qualifications:

- Two+ years of Executive Assistant work experience.
- Previous Human Resources and/or Accounting database experience.
- Experience in an arts/theatre organization is a plus.

Compensation:

Compensation starts at \$40,000. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and a 403(b) retirement plan.

To Apply:

Applicants interested in applying for this position must email cover letter, resume, and three (3) professional references to:

Marie Tull, Human Resources Manager
mtull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.