

Executive Assistant Position Description

TITLE: Executive Assistant

REPORTS TO: Artistic Director & Managing Director

DEPARTMENT: Administration

FLSA: Full-Time, Exempt

DATE: June 11, 2021

POSITION DESCRIPTION:

The Executive Assistant is an integral part of the Executive Office. This position manages the Artistic Director's and Managing Director's calendar, email correspondence, and internal and external relationships. The Executive Assistant maintains relationships across the organization to ensure projects with the Executive Office move forward. This role works closely with the Development Department to support donor cultivation. Through nimbleness and collaboration, the Executive Assistant reports to both the Artistic Director & Managing Director.

DUTIES & RESPONSIBILITIES:

Executive Office Support:

- Complete a broad variety of administrative tasks for the AD & MD including:
 - Manage an active calendar of appointments and deadlines with a broad range of internal and external stakeholders
 - Correspond in a clear, comprehensive, and timely manner with a wide variety of internal and external stakeholders on behalf of the AD and/or MD. Create and maintain strong collaborative relationships with staff, artists, Board of Directors, donors, audiences, theatre leaders, vendors, etc. through email, phone, and in-person communication.
 - Schedule, plan, and support Board meetings and Board committee meetings, including preparing handouts and other paperwork
 - Review and streamline received correspondence; draft and distribute ongoing communication
 - Process receipts and reconcile monthly credit card statements
 - Arrange travel plans, itineraries, and agendas
 - Arrange house seats/comp tickets
 - Manage a variety of special projects and research
 - Provide general administrative support
- Artistic Director Support:
 - Act as a staff liaison and point of contact for the AD in logistical matters
 - Review files in the Artistic Department and AD's correspondence to ensure that the correct materials needed are curated and ready for meetings, calls, and travel
 - Enter and maintain in database contacts made during AD's travel/external meetings and develop a system for responding to these many and varied contacts
- Other duties as assigned

Development Support:

- Act as liaison with Development department for the AD & MD
- Provide support for AD & MDs as active fundraisers, including collaborating on weekly moves management and maintaining AD's "Social Circle" in Tessitura database
- Draft email correspondence to VIPs
- Keep track of important grant deadlines and schedule time for AD & MD to review them
- Coordinate Opening Night special guest invites with Development team
- Support fundraising outreach
- Assist with additional Development department projects as needed

Artistic Support:

- Support the Artistic Director in the Producing of events as needed, including:
 - Coordinate logistics with artists and Production team
 - Ensure the Artistic Director's vision is executed by communicating with external parties related to each event
 - Assist Artistic Director in communication with Company of Artists

Company-Wide Responsibilities:

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

QUALIFICATIONS:

- **Experience:**
 - At least one year of experience in an office environment.
 - Previous involvement in theatre productions preferred but not required.
- **Essential Knowledge, Skills, and Abilities:**
 - High level of confidentiality, sound judgment and discretion, personal integrity, work ethic, dependability, tact, diplomacy and flexibility;
 - Communicate clearly and effectively with a wide variety of people and contexts;
 - Manage multiple projects at once;
 - Excellent writing skills;
 - Ability to adapt and pivot project management;
 - Ability to work under pressure during time sensitive matters;
 - Detail oriented;
 - Creative problem solving;
 - Analytical thinking;
 - Facility with Microsoft Office (Outlook, Word, Excel, PowerPoint);
 - Experience with Tessitura or similar database preferred but not required.
- **Other Skills or Qualities:**
 - Active engagement and leadership development in your individual position is integral to the overall health of our organization. This will be reviewed and defined with your supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work.
 - See the larger picture and pull out the relevant details to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion.
 - Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions.

WORKING CONDITIONS:

- Normal office environment.
- Extending viewing of computer screens.
- Some travel may be required.
- Some evening and weekend work required.
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

COMPENSATION:

- **Starting Salary:** \$40,000
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

OUR CULTURE AT WOOLLY:

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.