



Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.

**Job Title:** Executive Assistant/Board Liaison

**Hourly rate:** \$26.25

**Reports to:** Producing Artistic and Managing Director

**Position Overview:** The Executive Assistant/Board Liaison works closely with and reports to both the Producing Artistic and Managing Directors to ensure that the Playhouse's executive office operates in an organized, timely, and accurate manner. They provide direct administrative support for the daily affairs of these two executives. In addition, they work with the Board of Trustees to make sure that Board members have all of the proper information, communication, and materials they need to conduct their work on behalf of the Playhouse. The position interacts with Senior Department Managers regularly and helps to facilitate internal and external communications as necessary.

This is a prime opportunity for a motivated and detail-oriented individual who wishes to work in the heart of a cornerstone arts organization and will allow the successful candidate to collaborate with and learn from local and national arts leaders.

This is a full-time, non-exempt, hourly position reporting to both the Producing Artistic Director and Managing Director. Office hours average 35 hours per week; ability to work additional hours including occasional evenings and weekends based on business needs is required.

## **POSITION RESPONSIBILITIES**

### **Executive Support**

- Provide administrative support to the Producing Artistic and Managing Directors in carrying out their daily functions with a very high attention to detail including scheduling, email, mail, phones, travel coordination, expense reports, meeting agendas and minutes, and Board communications.
- Effectively interact with Board members including the Board president, Board committees, donors and prospective donors on behalf of the Producing Artistic and Managing Directors.
- Effectively interact with Playhouse management and staff.
- Prepare and coordinate monthly Board and Committee meetings, the Annual Meeting, and the annual Board/Staff lunch.
- Maintain and update Board Handbook and Board and Staff Bios.
- Organize and maintain files and records.



- Professionally represent the office of the Producing Artistic and Managing Directors both internally and externally.
- Other duties as assigned.

### **Company Participation**

- Attend selected Playhouse productions and special events
- Participate in company strategic conversations, learning, and other team-building events

### **IDEAL QUALIFICATIONS AND REQUIREMENTS**

#### **The successful candidate will demonstrate the following attributes:**

- Friendliness, Confidence, Generosity of Spirit
- Extremely well-organized and detail-oriented professional skills.
- Ability to interact positively and effectively with a Board of Trustees comprised of community leaders, major donors, corporate leaders, and VIPs.
- Ability to handle sensitive and confidential materials.
- Commitment to Playhouse's values, and the ability to interact and build relationships with people of diverse backgrounds, personalities and characteristics.
- Excellent computer skills and proficiency in Microsoft Outlook, Word, Excel, PowerPoint and ability to work with redlined documents.
- Exceptional oral and written communication skills.
- Ability to work effectively and independently in a fast-paced environment while handling multiple priorities and deadlines.
- Ability to work additional hours including occasional evenings and weekends based on business needs.
- Demonstrated dedication to continuous learning and self-development.
- Appreciation for the performing arts and theater in particular.
- A Bachelor's degree, Associate's degree, or relevant experience.

#### **Work Environment & Physical Demands:**

- The position is located in a climate-controlled office and includes the option for a hybrid schedule with home-based remote work.
- Digital dexterity and hand/eye coordination in operation of standard office equipment (computers, phones, photocopiers, and filing cabinets).
- Position is generally sedentary and the employee may sit for long periods of time working at a computer screen (75% or more of their workday).
- Position requires a minimum amount of external activity, but on occasion may require local travel to other worksites.



- Light Lifting, carrying, pushing, pulling of supplies, files, etc.: generally up to 10 lbs. and occasionally up to 25 lbs.
- Occasional stooping, kneeling, crouching.
- Ability to speak clearly to and hear/listen to employees/clients via phone or in person.

The physical demands and safe working expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without a reasonable accommodation.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

Employment is contingent upon successful completion of a background check.

**To Apply:**

Qualified candidates should submit a cover letter, resume and references to [abby.marcus@cincyplay.com](mailto:abby.marcus@cincyplay.com) and cc: Dawn Mundy, Director of HR, Equity & Inclusion at [dawn.mundy@cincyplay.com](mailto:dawn.mundy@cincyplay.com). A review of applications will be done on a rolling basis until the position is filled. No phone calls, please.