

## **Assistant to the Artistic and Managing Directors**

**Department:** Business Administration

**Reports to:** Artistic Director (AD), Managing Director (MD)

**Direct Reports:** n/a

**Classification:** Full-Time, Exempt

**Compensation:** Salary range is \$42,500-\$45,000 annually, plus benefits and PTO

**How to apply:** Position is available immediately. To apply, please submit cover letter and resume to [human.resources@longwharf.org](mailto:human.resources@longwharf.org) with "Assistant to AD/MD" in the subject line.

### **The Invitation:**

Long Wharf Theatre is embarking on an unprecedented journey, where art and activism will live side-by-side. We are committed to building a boundary-breaking theatre with, for, and by the Greater New Haven community. We are looking for an Assistant to the Artistic and Managing Directors to join our community, as we work in partnership to reimagine the experiment that is the American Theater.

### **The Overview:**

The Assistant to the AD/MD will provide administrative support for Long Wharf Theatre's Artistic and Managing Directors, and work with the artistic department and other key staff to support LWT's mission, vision, and values.

### **The Duties (including but not limited to):**

- + Provide administrative support for the AD and MD.
- + Manage, schedule, and facilitate meetings and calls for AD and MD, including All Staff meetings.
- + Exercise independent judgment and discretion when managing schedules of AD and MD.
- + Arrange travel and lodging as required.
- + Coordinate signing of checks and other documents.
- + Manage and reconcile monthly credit card statements.
- + Manage AD & MD invoice entry as needed.

### **The Skills & Expertise Needed:**

- + Commitment to working within an organization prioritizing anti-racism, gender equity, and radical inclusion
- + Excellent communication and interpersonal skills with a track record of prompt follow up
- + Ability to prioritize and multi-task
- + Excellent organizational skills
- + Excellent Microsoft Office skills
- + Ability to discreetly work with sensitive and confidential information

### **The Work Environment and Culture:**

The leadership at LWT cares deeply about staff culture and development. Members of the LWT staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is a belief within the organization that great art comes from great relationships. LWT supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

**Being fully vaccinated against COVID-19 is required as a condition of employment.**