



**Job Title:** Executive Assistant

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

**Organization Type:** Non-Profit Theatre Producing Organization

**FLSA Status:** Full-Time, Exempt

**Location:** New York, NY – On-site

## About the Organization

Since 1967 we have been a trailblazer in the not-for-profit theater industry, with our repertoire of 141 literature – and history-based plays and musicals playing a leading role in the rise of theater for young audiences as an art form. We are proud to say that one hundred million children, educators, and families have joined us at the theater to enjoy titles ranging from classics like Charlotte's Web to contemporary favorites like Dog Man: The Musical, Ada Twist Scientist and Friends, El Otro Oz and The Lightning Thief: The Percy Jackson Musical.

---

## Position Summary

The Executive Assistant provides high-level administrative and operational support to the Producing Artistic Director and Managing Director. This role ensures efficient day-to-day operations of the executive office, manages communication and scheduling, supports strategic initiatives, and acts as a liaison between the leadership team, board members, staff, artists, and community partners.

This position requires exceptional organizational skills, discretion, flexibility, and a strong ability to manage multiple priorities in a dynamic, mission-driven environment.

---

## Key Responsibilities

### Executive Support

- Manage complex calendars for the PAD and MD, including scheduling meetings, rehearsals, and events.
- Coordinate and prepare materials for internal and external meetings, including board and committee meetings.
- Draft, proofread, and format correspondence, presentations, reports, and other documents.
- Monitor and manage email communication on behalf of the PAD and MD, as appropriate.
- Other duties as assigned.

### Operations & Project Management

- Assist with special projects and organizational initiatives led by the executive team.
- Provide administrative and logistical support to the Development Manager as needed, including donor communications, event preparation, and database management.
- Maintain organizational records and ensure the PAD/MD have timely access to key documents.



- Support HR, finance, and development functions with scheduling, coordination, and materials preparation.
- Coordinate executive travel, lodging, and itineraries.

### **Board & Donor Engagement**

- Assist the Development Manager with planning and logistics for board meetings and events.
- Track and manage board communications and documentation.

### **Internal & External Communications**

- Facilitate clear communication between executive leadership and departments.
- Act as a liaison with visiting artists, funders, and community partners, ensuring a welcoming and professional experience.
- Support preparation for public speaking engagements, community forums, and donor events.

---

### **Qualifications**

- Minimum 3–5 years of experience in executive support, arts administration, or nonprofit management.
- Exceptional organizational, written, and verbal communication skills.
- Strong attention to detail and ability to maintain confidentiality.
- Proficiency with Microsoft Office Suite, Google Workspace, Zoom, and project management tools (e.g., Asana, Trello).
- Passion for the performing arts and alignment with the organization’s mission and values.

---

### **Preferred Qualifications**

- Experience in a theatre or performing arts setting.
- Familiarity with nonprofit governance and board relations.
- Knowledge of development or fundraising systems (e.g., Tessitura, Salesforce).

---

### **Compensation & Benefits**

- Salary Range: \$50 -60k
- Benefits include health insurance, paid time off, holidays, and professional development opportunities.

---

### **To Apply**



## Application and Instructions

- Please submit a resume and a cover letter to [jobs@twusa.org](mailto:jobs@twusa.org) and please put Executive Assistant - "*your last name*" in the subject line.
- Applications will be reviewed on a rolling basis until the position is filled.

TheaterWorksUSA serves a diverse, nationwide audience and strives to build a staff, board, and programming that reflects the diversity of our audience. We strongly encourage candidates from communities that have been historically underrepresented to apply.

TheaterWorksUSA is committed to creating a diverse and inclusive environment and is proud to be an equal employment opportunity employer. TheaterWorksUSA will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, including gender dysphoria and similar gender-related conditions, gender (including pregnancy), veteran or military status, actual or perceived sexual orientation, gender identity or expression (including status as a transgender individual), predisposing genetic characteristics, genetic information, marital status familial status, domestic violence victim status, or any other legally- recognized protected basis under federal, state, or local laws.

TheaterWorksUSA complies with applicable disability laws and makes reasonable accommodations for qualified applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process or perform essential job functions, please contact us.