



Executive and Artistic Assistant

Job Title: Executive and Artistic Assistant (Full-time)
Department: Administrative & Artistic

Reports to: Executive Director and Artistic Director
Non-exempt salaried

Scope of Responsibilities

The primary role of this position is to provide administrative support to the Executive Director and Artistic Director. This position is the first point of contact that board members, artists, contractors, vendors, and community members encounter when they call or visit the Omaha Community Playhouse (OCP). The Executive and Administrative Assistant will be tasked with creating and maintaining an environment of radical hospitality. Exceptional people, organization and communication skills and flexibility are vital for this position to be effective. We are looking for a candidate who has excellent organizational abilities including attention to detail.

Artistic Administrative Responsibilities

- Assist Artistic Director as needed.
- Function as an “Ambassador” to support and welcome guest artists.
- Oversee the management & coordination of all travel and housing for visiting artists for all productions & unique events.
- Provide transportation assistance to visiting artists.
- Curate, manage & maintain relationships with local housing & travel vendors
- Create contact sheets for all productions
- Collect background check authorization forms from contracted artists and auditioning actors and submit to HR.
- Complete hiring documents for new contracted hires and submit them in a timely and accurate fashion.
- Create, distribute and collect/track/submit contracts for performers, guest artists, directors, musicians, choreographers, etc.
- Efficiently archive contracts and other show documents.
- Distribute show information (cast lists, rehearsal schedule, etc.) for OCP season productions to necessary people.
- Provide hospitality services (meals and snacks) to staff and artists during tech processes and two-show Sundays, such as *A Christmas Carol*
- Create actor packets, contact sheets, scripts, and other necessary documents for each production.
- Answer all cold call or email questions regarding shows, acting, auditions, etc.
- Maintain the production/cast list archives and database.
- Update the Past Productions list each year.
- Assist with coordination of unique events such as opening/closing night celebrations.
- Maintain and coordinate program credits. Proof all Prompters.
- Assist Artistic Staff with planning of season reveal event.
- Scan all scripts into computer script library

- Coordinate with the stage manager the distribution and retrieval of scripts from cast members for musicals only. Ship materials for musicals back to the publishing houses.
- Manage and track budget.
- Additional duties as assigned.

Executive Administrative Responsibilities

- Assist Executive Director as needed.
- Prepare materials for the Adopt-a-Show program and serve as a guide and point of contact for the board members adopting a show.
- Maintain staff calendar and reserve space for all Board meetings, committee meetings, and all show-related events (auditions, callbacks, rehearsals, performances, production meetings, etc.)
- Update volunteer database
- Office management duties including ordering supplies, troubleshooting copiers, etc.
- Coordinate staff events as requested by the Executive Director
- Serve as staff liaison to all Board of Trustees members.
- Prepare Board of Trustees contact list, committee list, meeting list for each fiscal year.
- Invoice board members for annual dues. Track due payments, subscription orders and meeting attendance.
- Send meeting notices to board members.
- Prepare packets for each board meeting.
- Attend and take the minutes at each Board of Trustees meeting, Executive Committee meeting and Foundation Board meeting.
- Maintain the archives for the board meeting minutes.
- Coordinate all set up and tear down for each Board meeting including ordering food.
- Answer all questions sent to the info@omahaplayhouse.com address.
- Update all assigned pages on the website.
- Manage and track budget.
- Additional duties as assigned.

Auditions/Callbacks/Casting

- Create audition and callback forms for all OCP season productions.
- Schedule auditions.
- Post audition information to website and notify marketing.
- Recruit and schedule Check-in Volunteers for auditions and callbacks as needed.
- Manage the check-in table at all auditions and callbacks.
- Communicate room set-ups for auditions, callbacks, rehearsals, etc. to Facilities staff.
- Communicate the final cast lists to the Marketing Department.
- File actor paperwork after each audition.
- Contact actors selected for callbacks.
- Email rejection notifications.
- Assist in collecting and calculating diversity demographics.

Play reading Committee

- Prepare contact list and meeting dates for each year.
- Input Play reading dates on staff calendar.
- Email welcome letters.
- Send email notices and other mailings to committee members.
- Do all set up and tear down for the meetings.
- Order perusal scripts as needed for reading, per Artistic Director's selections.
- Scan all perusal copies for play reading members and the computer script library.

Awards Night

Working with the Artistic Director, Marketing Department, and Awards Night Chair:

- Work with marketing on ballot information.
- Contact all nominees.
- Contact last year's winners and ask to present.
- Determine award recipients from ballot results with executive director and artistic director.
- Create presenter cards.
- Order awards.
- Verify spelling of awards.
- Coordinate set up needs.
- Coordinate technical needs with the Artistic Director and Production Coordinator.
- Assist Artistic Director as needed for any special program/presentation.
- Maintain the check-in table backstage.
- Schedule Awards Night Committee meeting to discuss other Awards Nights details (food, bar, entertainment for guests, etc.)

Phone Volunteers/Etc.

- Organize Volunteer schedules.
- Cover phones when there is no volunteer.
- Train all new phone volunteers.
- Update menus on phone system.

Schedule

This position will generally work a Monday through Friday schedule; however, will include some nights, weekends and holidays Given that this position requires employee's flexibility for nights, weekends, holidays, we encourage a work/life balance and there will be some schedule flexibility to honor and offset hours worked when this additional work is required.

Minimum Qualifications:

- Excellent people skills, professionalism, tact, and the ability to successfully interact with all levels of internal and external contacts.
- Strong organizational and administrative skills, including experience developing/executing contracts, correspondence, and other documents.
- Excellent written and verbal communication skills.
- Outstanding judgment and ability to prioritize varying tasks.
- Experience making travel and/or housing arrangements, including coordinating complex coordination, and working within assigned budget.
- Skilled in communicating clearly, with tact and discretion, as well as maintaining confidentiality.
- Elevated level of computer proficiency with knowledge of Outlook, Word, and Excel.
- Ability to work both independently and in a team environment, and demonstrated good judgment when issues need to be escalated.
- Ability to simultaneously manage multiple projects with attention to detail, work accurately and efficiently and meet deadlines.
- Ability to work within and track a budget and submit receipts and invoices in a timely manner.
- Positive, articulate, outgoing, flexible, calm under pressure, friendly personality.
- Familiarity and/or working knowledge of Non-Profit or Regional theatrical productions.
- Able to work in an upbeat and often challenging environment.
- Valid US Driver's License.
- Contribute to an inclusive environment and culture where everyone feels a sense of belonging.

- Share the values of the Omaha Community Playhouse, which include inclusivity, artistic and educational impact, excellence, stewardship and community.

Salary Range:

\$31,200 to \$35,000