

EXECUTIVE ASSISTANT & BOARD LIAISON

JOB DESCRIPTION

August 2024

BACKGROUND & HISTORY OF THE PLAYHOUSE

One of the oldest and most prestigious theaters in the country, Pasadena Playhouse has been at the vanguard of theater for more than a century.

Founded in 1917 by theater impresario Gilmor Brown, the Playhouse was built by and for the community, beginning with Brown's unprecedented innovation at the time to build the campus with funds raised from more than 1,000 local citizens. Less than a decade after inception, Brown launched the pioneering School for Theater Arts, a training ground for actors and theatermakers that came to be known as the 'Julliard of the West' and included notable alumni such as Gene Hackman, Dustin Hoffman and Sally Struthers. These community innovations have always been part of the Playhouse's DNA and, if this current generation of the Playhouse team can execute its long-term strategic plan, will be part of the Playhouse for its next century.

In 2016 Danny Feldman became the theater's Producing Artistic Director and within seven years (and a pandemic) turned the Playhouse into [the best theater in Los Angeles](#) and earned it the 2023 Regional Theater Tony Award. During that time, he has served as both artistic director and managing director (another innovation in the performing arts), and was recently named by the LA Times as [one of L.A.'s 101 most influential people and "the man who saved L.A. theater."](#)

Under Danny Feldman's leadership, Pasadena Playhouse continues to thrive and build on its legacy, which includes premiering works from Tennessee Williams to Eugene O'Neil, showcasing playwrights like Suzan Lori Parks and Martyna Majok, and more recently producing large-scale, Broadway-caliber musicals (Ragtime, Stephen Sondheim, Jelly's Last Jam) in its intimate, historically landmarked home.

While always keeping an eye on its history, the Playhouse is now a modern, innovative performing arts organization, and by focusing on the creation of great productions, the expansion of educational and outreach programs, the development of new plays, the creation of innovative programs, and stewarding the best theater team in the country, the Playhouse will continue to be at the forefront of regional theater for its next 100 years.



EXECUTIVE ASSISTANT & BOARD LIAISON

JOB DESCRIPTION

August 2024

MISSION & VALUES

Pasadena Playhouse makes theater for everyone. As the official State Theater of California, the Playhouse's mission is to enrich people's lives through theater, programs and events in order to reflect its local and state-wide communities. With the productions and programs centered on its founding idea of being a living force in the community, the Playhouse understands the gravity of its responsibility to represent California's diverse population and their stories, and programs each season with this at the forefront of its decision making.

The Playhouse's core values include innovation, connecting people, playfulness and the reach for the extraordinary.

POSITION & RESPONSIBILITIES

The Pasadena Playhouse is seeking an exceptional individual for the role of Executive Assistant & Board Liaison. This individual will play an essential role maximizing the Producing Artistic Director's effectiveness while also serving the Playhouse's Board of Trustees.

This key position involves fostering collaboration and efficiency amongst the Producing Artistic Director, Chief of Staff, other Senior Staff, the 27 members of the Board and other key stakeholders.

This individual must be a self-starter and critical thinker with excellent planning and project management skills to ensure the most efficient path to success. This position serves as a gatekeeper, problem solver and team partner, managing complex situations, multiple responsibilities and confidential information. The ideal candidate should possess strong initiative, problem-solving capabilities, outstanding communication skills, and a can-do attitude. A strong sense of discretion is required in dealing with sensitive and confidential issues; attention to detail and accuracy is essential. It is also important that this individual be a team player and be able to demonstrate tact, courtesy and judgment in working with all levels of individuals within and outside the Playhouse.

The Executive Assistant & Board Liaison is a representative of and reports directly to the Producing Artistic Director. As an exempt position, this role occasionally requires evening and weekend responsibilities.



EXECUTIVE ASSISTANT & BOARD LIAISON

JOB DESCRIPTION

August 2024

Executive Assistant Core Responsibilities:

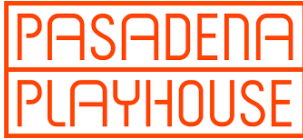
- Manage multiple, complex calendars with the Producing Artistic Director's priorities and preferences in mind.
- Manage multiple inboxes and draft correspondence.
- Organize and maintain confidential data and information with the utmost integrity.
- Manage notes and next steps from donor and artistic meetings.
- Build trust and execute with a high degree of finish on varying administrative tasks including, but not limited to, purchasing gifts, reserving restaurants and other appropriate locations for donor and artistic meetings, researching projects, etc.
- Coordinate travel efficiently despite competing itineraries, priorities and schedules.
- Serve as the receptionist with light office management duties, including managing office supplies, postage, service calls and fields rental inquiries.
- Maintain the Playhouse's master calendar.

Board Liaison Core Responsibilities:

- Acts as the primary contact for all Trustee business, including meeting coordination, booking tickets, fielding questions, etc.
- Schedules Board and Committee meetings and works proactively with Senior Staff to prepare agendas, presentations and materials. Also drafts meeting minutes.
- Maintains discretion and confidentiality in relationships with all Board Members and Committee Members.
- Facilitates all off-site meetings/events for the Board of Trustees.
- Maintains accurate board term data.
- Distributes and maintains Board surveys, conflict of interest and code of conduct forms.

Qualifications/Experience:

- Expert written and verbal communication skills.
- Expert knowledge of Google Calendar, G-Suites and Microsoft applications.
- Proactively solves problems and demonstrates strong decision-making capability.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with a wide variety of stakeholders, including staff, Trustees, actors, creatives, vendors, donors, volunteers, students, etc.



EXECUTIVE ASSISTANT & BOARD LIAISON

JOB DESCRIPTION

August 2024

-
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrates the highest level of service and response.
 - Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
 - Forward looking thinker, who actively seeks opportunities and proposes solutions.
 - Experience using Notion is a plus.

Competencies:

- Reaches for the extraordinary.
- Innovation.
- Kaizen and growth mindsets.
- Highly proactive.
- Collaborative style.
- Creative problem solver.
- Diplomatic and a high degree of discretion.

WORKING CONDITIONS

The Playhouse is a hybrid working environment that is primarily an in-office, collaborative team in Pasadena.

There are no major sources of discomfort in the office and the Playhouse is a standard environment with regular exposure to screens. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform core functions. The Executive Assistant is occasionally required to lift or move up to 50 pounds.

The Playhouse maintains a positive environment for employees and is an Equal Opportunity Employer.

COMPENSATION

The salary range for this position is \$72,500 - \$77,500 and the benefits package includes medical, dental, life insurance coverage, vision, PTO and a 403(b) plan. Start date is immediate.

HOW TO APPLY



EXECUTIVE ASSISTANT & BOARD LIAISON

JOB DESCRIPTION

August 2024

Research shows that members of underrepresented groups often apply to jobs only if they meet 100% of the qualifications. The Playhouse recognizes very few individuals ever meet 100% of the qualifications for any given role; therefore it encourages candidates with some or most of the qualifications to apply.

Please email a cover letter, resume and references in one PDF (other file formats will not be opened) to jobs@pasadenaplayhouse.org with "Executive Assistant & Board Liaison" in the subject line. Please note LinkedIn (and other website) applications without the supplemental documents noted above will not be considered.