

ANTAEUS

Theatre Company

The Antaeus Theatre Company is a cooperative theater ensemble founded to empower the actor and to bring classical theater to Southern California. The company exists to create a family of artists and audiences and is dedicated to exploring stories with enduring themes. One of the leading intimate theaters in Los Angeles, Antaeus is located at the Kiki & David Gindler Performing Arts Center in Downtown Glendale.

Antaeus is seeking an **Executive Assistant** to join our team. Reporting to the Executive Director, Ana Rose O'Halloran, the Executive Assistant will support the day-to-day operations of the organization. The successful candidate will have a passion for theater, be highly motivated, extremely organized, and have exceptional interpersonal and communication skills.

Primary Responsibilities:

- Completes a broad variety of administrative tasks in support of the Executive Director including answering phones, scheduling meetings, front of house calendar, expenses tracking, managing an extremely active calendar, maintaining files, and preparing reports and correspondence.
- Supports the Executive Director's work with the Board of Directors. Responsible for scheduling Board and Committee meetings, sending email communications, creating meeting packets, taking and disseminating minutes, updating the Board manual, and providing other materials as needed.
- Assists with fundraising efforts including, but not limited to gift entry, donor acknowledgements, and renewal letters.
- Acts as the first point of contact and provides a professional, welcoming environment to those contacting the office; provides information and directs visitors, calls, and emails to the appropriate staff members in a timely manner.
- Assists with facilities requests, maintenance issues, and ordering supplies.

Secondary Responsibilities:

- Provides assistance with writing and proofing materials as needed.
- Evidences good work habits including, but not limited to being on time, following workplace policies, arriving prepared for meetings and events, being responsive and following through on all donor, audience, Board, and supervisor requests.
- Exhibits appropriate phone, email and in-person etiquette, and responds to phone and email messages in a timely fashion.
- Other duties as assigned.

Qualifications:

- Must be extremely organized, resourceful, possess excellent interpersonal skills, and be self-motivated with the ability to anticipate needs, prioritize work, and meet deadlines.
- Technical Knowledge – must be proficient in Microsoft Word, Excel, and comfortable using database software.
- Capacity to work and thrive in a growing, fast-paced theater environment.
- Must have a valid driver's license and reliable vehicle.

All employees at the Antaeus Theatre Company undertake other duties as needed and all positions require flexible work hours, including evening and weekends. This is a full-time, non-exempt position with health and vacation benefits.

To apply, please send your cover letter, resume, and three references to anarose@antaeus.org with the subject "Executive Assistant Application".