

Assistant to the Associate Producer

The Assistant to the Associate Producer provides general administrative support to the Associate Producer as well as the Producing department. This position ensures the Associate Producer's office is running smoothly and that information coming into or out of the department is clear and organized. This position reports to the Associate Producer.

Responsibilities:

- Assist the Associate Producer with all general administrative needs:
 - Facilitate all correspondence including monitoring and responding to emails, and telephone; determining the best channels for information distribution
 - Manage the Associate Producer's calendar with respect to meeting requests, rehearsal/reading/performance attendance, and other internal and external commitments
 - Ensure the smooth operation of the office, including filing, organizing office
 - Maintain and organize scripts
 - Manage all house seats requested through the Associate Producer's office
 - Secure housing and travel arrangements as needed
 - Set-up tickets for external productions as needed
 - Complete assorted errands/requests from the Associate Producer

- Support the Producing department as needed:
 - Track and adhere to Producing department budget, complete monthly expense reports and reimbursements
 - Update and distribute producing documents pertaining to our season and future projects
 - Supervise any interns and observers in collaboration with the Line Producers
 - Track and organize artist resumes for specific artistic projects
 - Participate in show coverage system; share artistic reports with the literary department for any productions attended
 - Support or assist with additional projects as needed; perform additional duties as assigned

Requirements:

Candidates should possess exceptional oral and written communication skills, be highly organized and detail-oriented, and have the ability to work in the fast-pace of a professional theater environment. We are looking for an unflappable problem solver who takes initiative, can multi task and has good time management skills. Minimum 1 year administrative experience required, with preference for high-level assistant experience. Professional theater experience is a must, but not necessarily in theater administration. Proficiency in Microsoft Office and Outlook and sense of humor is required. The ideal candidate will demonstrate an interest in theater producing.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a Non-Exempt position, according to the Fair Labor Standards Act and available immediately.

Please submit cover letter and resume to jobs@publictheater.org. Please list “Assistant to the Associate Producer” in the subject line.