



THE NATIONAL THEATRE FOUNDATION

Executive Assistant

The National Theatre Foundation, Washington, D.C.

Posted: September 7, 2022

Location: District of Columbia, United States/some remote work flexibility

Position: Executive Assistant

Field: Arts Administration, Theatre Management, Fundraising, Development, Other Fields

Salary Range: \$40,000 - \$45,000

Benefits: Health and dental insurance; paid-time off/vacation; retirement plan.

Website: <http://www.nationaltheatre.org>

Application Deadline: September 30, 2022 (accepting applications on a rolling basis)

Category: Managing administrator

Employment Level: Full-time

POSITION SUMMARY

The Executive Assistant provides critical support to the Executive Director (ED) of The National Theatre Foundation, the 501(c)(3) at The National Theatre. The Executive Assistant also serves as liaison to the Board of Directors and its committees, organizes and coordinates executive outreach and external relations efforts, and oversees special projects consistent with NTF's mission across the DMV metro area. The ideal individual will have the ability to work in a fast-paced environment, balance multiple priorities, and possess strong written and verbal communication, administrative, and organizational skills. A self-starter, the Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters. The Executive Assistant will have the ability to work collegially with a diverse staff and can handle information discreetly. The Executive Assistant will report directly to the Executive Director.

PRIMARY RESPONSIBILITIES

Executive Support:

- Maintains ED's calendar by planning and scheduling meetings, conferences, teleconferences, and travel.
- Supports the ED by reviewing, proofreading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications in support of ongoing projects and planning efforts.
- Maintains confidence and protects operations by keeping information confidential.
- Works closely and effectively with the ED to keep them well informed of upcoming commitments and responsibilities and follows up appropriately to ensure deadlines are met.
- Acts as liaison to external partners and ensures that the ED is responsive to requests of partner organizations.
- Assists the Executive Director in implementing communications strategy with staff, Board, and outside stakeholders.
- Completes expense reports for the ED.
- Coordinates with the Box Office to ensure all ticket requests for Circle members, Board members, and other guests of NTF are fulfilled in a timely manner.
- Performs other related duties as assigned by the Executive Director

Board of Directors Support:

- Serves as the Executive Director's administrative liaison to the Board of Directors
- Manages Board calendar, prepares meeting materials, and acts as primary point-of-contact for all Board communication
- Prepares and distributes meeting agendas and other meeting materials in support of Board and Board committee meetings.
- Coordinates all logistics for Board meetings, including providing conference call information and ordering food and refreshments (if in person).
- Maintains and distributes roster of Board and staff committees.
- Maintains Board materials, including but not limited to bylaws, list of Directors and their contact information, annual Board paperwork and the Board binder.
- Maintains discretion and confidentiality in relationships with all Board members.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding Board and Board committee matters.
- Records and composes meeting minutes.
- Schedules and maintains the Board and committee meetings calendar.
- Supports various ad hoc Task Forces of the Board as they are created and for their duration.
- Provides support to DEIA (Diversity, Equity, Inclusion, and Antiracism) Task Force, as it continues its ongoing initiatives across the organization.
- Acts as liaison for all Board inquiries.

Record Keeping/General Support:

- Maintains filing and retrieval systems (Box and DropBox) for all documents.
- Answers NTF main phone line and direct calls to appropriate staff contact.
- Maintains offices supplies, including printer paper.

- Performs other duties as assigned by the Executive Director.

QUALIFICATIONS AND SKILLS

- Bachelor's degree, or equivalent work experience.
- Administrative office experience (preferably in a non-profit setting).
- Excellent oral and written communications skills.
- Ability to handle multiple tasks in an effective manner.
- Ability to effectively interact with staff, Board members, and donors.
- Excellent computer and technology skills in Microsoft Office applications.
- Experience with Box and DropBox preferred.
- Must be available to work some evenings and weekends.
- Ability to manage sensitive information confidentially.

NTF policy requires that all staff members are fully vaccinated against COVID-19. Offer of employment contingent upon proof of vaccination against COVID-19 (exemption from vaccination requirement may be considered for disability or a held religious belief, practice, or observance).

APPLICATION INSTRUCTIONS

Please submit a résumé and letter of interest highlighting relevant experience to jobs@nationaltheatre.org. No phone calls please.

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The National Theatre Foundation is an equal opportunity employer that is committed to practicing and promoting equity, diversity, inclusion, and anti-racism in our operations and in our programs. In particular, NTF seeks a racially diverse staff team to mirror the diversity of the DC metropolitan area.

ABOUT THE NATIONAL THEATRE FOUNDATION (NTF)

Since its opening in 1835, just blocks from the White House, [The National Theatre](#) (The National) has premiered landmark American musicals, including *West Side Story* in 1957; hosted presidential inaugural balls; and played a significant role in important national events. Deeply steeped in the history of the United States, it was at The National that President Lincoln watched the Washington debut of John Wilkes Booth in the title role of Shakespeare's *Richard III*. The original theatre was reconstructed several times in the 19th century following a number of fires. The current building had its first performance in 1923 and in the early 1980s, the theater underwent a major renovation. The refurbished theater opened in 1984, with President and Mrs.

Reagan attending a gala benefit performance of David Merrick's *42nd Street*. Simply put, few theatres in America have the history, prestige, and continuing vitality of The National Theatre.

The National has welcomed almost every major theatrical star in United States history. It strives to be the "Stage for the Nation," by presenting the highest caliber of performing arts genres, ranging from Broadway productions to popular entertainment and award-winning educational programming. The National's 2022-2023 season includes nine Broadway productions along with our three primary community education programs: (1) *Saturday Morning Live! At The National*, a series of free educational programs for children; (2) *Community Stage Connections*, a free program that brings theatrical and musical performances throughout the District of Columbia and surrounding communities that experience barriers to accessing the arts; and (3) *Teens Behind the Scenes*, which provides DMV-area (District of Columbia, Maryland, and Virginia) high school students interested in the performing arts with free tickets to Broadway productions and talk-backs with theatre professionals. Given the diversity of the DMV area, a particular focus of our community education programs is engaging children and youth from racially minoritized and economically disadvantaged communities. During the pandemic, all of our programs pivoted to a virtual online format. We are now beginning to transition back to in-person performances.

The National has two performance venues—the main theatre, with a capacity of approximately 1,700, and the Helen Hayes Gallery, an intimate 125-seat performance space ideal for educational programming and smaller performances. The National also has an extensive collection of archival materials, including playbills, photographs, articles, and posters. Plans for proper storage, access, digitization, and display are currently under development.

While its name may suggest otherwise, The National does not receive government funding. The historic building is privately owned and leased to The National Theatre Foundation (NTF)—a 501(c)(3) non-profit organization established in 1974 and governed by a 15-member Board of Directors. Sandy Charles Wilkes serves as Chairman of the Board. NTF's fiscal year 2022 operating budget is more than \$950,000, with approximately 75 percent coming from contributed revenue and 25 percent in earned revenue. This does not reflect capital improvement funds, with recent annual expenditures of \$500,000. NTF is responsible for community engagement, oversees educational programs, and preserves The National and its extensive archives. Among other responsibilities, NTF's staff manages The National's relationship with National Theatre Group (NTG). NTG is an affiliate of Nederlander National Markets, which is responsible for the "Broadway at the National" season each year. NTG/Nederlander National Markets is the sole presenter on the Main Stage.

NTF's strategic planning is focused on further deepening its identity, supporting NTG's Main Stage presentations while expanding our own community engagement programs, and communicating The National's rich history in order to distinguish The National among DC's

vibrant performing arts scene. NTF's corresponding strategic initiatives in the coming years include bringing The National's archives and history to the public's attention, increasing its organizational capacity, expanding its economic model, increasing its strategic partnerships, and formulating a communication plan that tells the compelling, inspiring story of The National.