

Friday, August 9, 2019

Executive Office Assistant

Company: Theater Communications Group
Location: New York, NY
Compensation: \$20/hr Part Time

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Executive Office Assistant

Theatre Communications Group (TCG), the national organization for the not-for-profit professional theatre, seeks a dynamic and detail-oriented assistant to join the Executive Office Team on an hourly part-time basis.

About the Organization

Theatre Communications Group exists to strengthen, nurture, and promote professional theatre in the U.S. and globally. Since its founding in 1961, TCG's constituency has grown from a handful of groundbreaking theatres to over 700 Member Theatres and affiliate organizations and nearly 10,000 Individual Members. Through its Core Values of Activism, Artistry, Diversity, and Global Citizenship, TCG advances a better world for theatre and a better world because of theatre. TCG offers its members networking and knowledge-building opportunities through research, communications, and events, including the annual TCG National Conference, one of the largest nationwide gatherings of theatre people; awards grants and scholarships, approximately \$2 million per year, to theatre companies and individual artists; advocates on the federal level; and through the Global Theater Initiative, TCG's partnership with the Laboratory for Global Performance and Politics, serves as the U.S. Center of the International Theatre Institute. TCG is North America's largest independent trade publisher of dramatic literature, with 17 Pulitzer Prizes for Drama on the TCG booklist. It also publishes the award-winning American Theatre magazine and ARTSEARCH®, the essential source for a career in the arts. In all of its endeavors, TCG seeks to increase the organizational efficiency of its Member Theatres, cultivate and celebrate the artistic talent and achievements of the field, and promote a larger public understanding of, and appreciation for, the theatre. www.tcg.org.

About the Department

The Executive Office Assistant reports to the Manager of Executive Office Programs and works closely with both the Executive Director/CEO and the Deputy Director/COO of the organization.

What You Will be Doing

- Support the Manager of Executive Office Programs with calendar management (written, electric, phone) for Executive Director/CEO, Deputy Director/COO and the TCG Board of Directors.
- Make domestic and international travel arrangements including plane and train tickets, hotels, cabs, restaurant reservations for executives.
- Support identifying any last-minute changes, providing prep materials, directions for meetings, events, keeping contacts up-to-date.
- Track receipts and handle expense reports for the Executive Office on a monthly basis and perform other duties as assigned.

What You Need for this Role

The Executive Office Assistant should have a commitment to TCG's mission, core values and its equity, diversity & inclusion (ED&I) work within the workplace and in the field. Excellent organizational skills and high attention to detail are required for the coordination of complex executive meetings and schedules. Additionally, we are looking for someone with strong interpersonal skills and a positive attitude. Proficiency using Microsoft Office Suite and Google drive, sheets, docs and experience in customer service, hospitality and/or service industry is a plus.

Compensation and Benefits

This is an hourly part-time position working up to 15 hours/week at a rate of \$20/hour. Schedule will allow for some flexibility. Benefits are not included. TCG fosters a collegial environment that encourages a healthy work-life balance and the Executive Assistant will receive free TCG published books, a subscription to American Theatre magazines, and events for Staff designed by TCG's "Fun Committee" to foster a warm, inviting and friendly office culture.

How to Apply

All materials must be sent via email. Please include "Executive Office Assistant" in the subject line and send a cover letter and resume as one PDF file to jobsearch@tcg.org. No phone calls please. We will only respond to those resumes in which we have interest.

Application Deadline

All applications must be received by 5:00pm on August 23 or until the position is filled. Resumes will be reviewed as they are received, so applicants are encouraged to submit their materials prior to the deadline.

TCG is an Equal Opportunity Employer and has a strong commitment to equity, diversity, and inclusion (ED&I) in our hiring process, as well as in all areas of our work. At TCG we believe that diverse ideas, cultures, and traditions reflect the broad diversity of the US and are vital assets which enrich the programs and services TCG provides for the theatre field. We respect intersectionality of identities and are committed to ED&I in all areas of our work and workplace. Women, People of Color, LGBTQ+, neuro-diverse, people with disabilities, and non-binary candidates are strongly encouraged to apply.

