



## **Executive Assistant to the CEO and Executive Artistic Director**

**Overview / Job Summary:** Since its founding in 1968, National Black Theatre (NBT) has continuously served as a hub for the next generation of Black theatre artists by providing training and creative development opportunities to showcase their work. Over its history, NBT has maintained its strong commitment to bringing new, underrepresented voices to the forefront, providing fresh, diverse perspectives on critical issues of equity and social justice that affect our communities today.

The Executive Assistant is responsible for managing the day-to-day operations of the office of NBT's Chief Executive Officer (CEO), Sade Lythcott, and Executive Artistic Director (EAD), Jonathan McCrory. **This person will manage logistics for - and ensure alignment between - the CEO's and AED's commitments and the organization's priorities.** Supporting Sade and Jonathan's outreach to and communications with donors, partners, and stakeholders to ensure relationships and commitments are handled with care is a key function of this position. This is an exciting opportunity for someone highly organized and eager to gain exposure to the operations of one of the country's preeminent Black Arts organizations by supporting the workflow of its leadership.

This is a full-time non-exempt position with a starting hourly rate of \$26.00. The position is headquartered in Harlem, New York, but will be hybrid/remote pending health and safety protocols.

**Responsibilities:** The Executive Assistant's responsibilities include but are not limited to:

- Coordinate the CEO's and EAD's schedules and workloads, with a long view to ensuring that their time is maximized, balanced, and productive, enabling effective communication among internal and external stakeholders
- Coordinate day-to-day scheduling requests and changes: use Google calendar; create and circulate Zoom meetings/invitations; create travel itineraries
  - Anticipate particularly heavy/demanding periods, such as show openings or awards seasons
  - Arrange for participation in speaking engagements and outside events representing the organization

- Support the alignment of personal and vacation schedules to ensure the CEO, EAD, and other leadership can create room for time off and shared coverage
- Handle a wide range of personal administrative assignments for leadership as needed, e.g., doctor's appointments, family events, mailings/deliveries
- Create systems for organization, communication, and prioritization (paper and electronic documents), including task and project management systems to stay on top of their obligations; coordinate tasks between the CEO, AED, and the rest of the staff
- Serve as a point of contact for external entities, responding promptly to inquiries and drafting email correspondence as requested
- Via the CEO and AED, support NBT's advocacy, management, programming, marketing, and development activities:
  - Prepare internal and external documents for team members and partners
  - Collaborate with NBT's PR and marketing teams to update assets such as bios and decks; keep the comms team updated on the CEO and EAD's invitations, events, and appearances
  - Collaborate with NBT's Theatre Arts team on production planning – readings, workshops, performances, and "After Words" audience engagement sessions
  - Collaborate with NBT's operations team on personnel and administrative projects
- Help produce special events - managing guest lists, materials, travel/housing accommodations, budgeting
- Reconcile expenses; collect, code, and submit receipts into NBT's accounting system; track down missing details and documentation as needed
- Back up the monitoring of NBT's inbox for general inquiries (info@); respond or forward as appropriate
- Join meetings and take notes as needed; share out follow-up steps with stakeholders

### **Experience / Qualifications**

- Appreciation for NBT's mission and the power of theater; knowledge of the performing arts sector a plus
- At least two years of experience performing administrative duties in a professional setting
- Experience managing calendars and drafting correspondence in a fast-paced environment
- Excellent organizational skills
- Excellent written and verbal communications
- Proficiency with Google Office Suite
- Team player with the confidence to take the lead and guide other employees and make strong recommendations when necessary; a self-starter who is motivated to take initiative, eager to collaborate, and open to learning new approaches
- Ability to pick up new tools quickly
- Maintains calm under stressful circumstances; ability to identify potential crises and apply conflict resolution principles to mitigate issues
- Ability to use discretion and uphold a strict level of confidentiality

- High degree of curiosity and comfort asking questions even amidst a fast-paced environment

**To Apply:**

Please submit a resume and cover letter as a single PDF to [apply@nationalblacktheatre.org](mailto:apply@nationalblacktheatre.org) listing "NAME - Executive Assistant" in the subject line.

Benefits include:

- 75% employer-covered health, dental, and vision insurance
- Flexible Spending Account
- Unlimited paid time off (PTO), plus holidays and up to 10 days of unplanned/sick time per year
- \$500 annual wellness stipend for those that have been employed for at least one year
- 401(k) with automatic employer contributions after the first year (fully vested after three years)
- Dedicated professional development resources

National Black Theatre (NBT) is an equal opportunity employer. NBT recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.