



## POSITION ANNOUNCEMENT

**TITLE:** Executive Assistant & Board Liaison  
**POSTING DATE:** September 2021  
**STATUS:** Full-Time  
**REPORTS TO:** Managing Director & Artistic Director  
**AVAILABLE:** Immediately

### ABOUT ROUND HOUSE THEATRE

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and develop our working practice.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$8 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

### JOB DESCRIPTION

Round House Theatre seeks a highly organized, efficient, and self-possessed Executive Assistant and Board Liaison to provide daily support for the Artistic and Managing Directors and serve as primary point of contact with the Board of Directors. Responsibilities include scheduling and maintenance of calendars, preparation and distribution of meeting materials, taking meeting notes, regular travel planning, writing correspondence and other documents, in addition to personal assignments on occasion. The position will be based primarily at the Administrative Office in Silver Spring but will occasionally be required to work at the Theatre in Bethesda. Participation in our fast-paced environment includes some weekend and evening hours for opening nights and theatre related events. Applicants should possess excellent phone and interpersonal skills as well as discretion and the ability to work with a variety of personalities. Candidates should have experience with Macs and Microsoft Office, possess an even temperament, be a self-starter, and fastidious about detail.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide daily administrative support for both Artistic and Managing Directors including scheduling, managing phone lines, email and mail, office organization, file keeping, reconciling finances, travel, and writing correspondence.
- Manage schedules for Artistic and Managing Directors including maintaining and synchronizing for public as well as personal calendars.
- Compile, prepare, and distribute materials for meetings of the Board of Trustees and its committees; serve as a primary point of contact for board, and help maintain positive Board relations.
- Record minutes for Management Team, All Staff, and other internal meetings, as well as for Board and Executive Committee meetings on behalf of the Board Secretary.
- Correspond on behalf of and represent Artistic and Managing Directors to staff, board, patrons, and professional community.
- Compile and distribute bi-weekly newsletter to the full staff.
- Coordinate travel for Artistic and Managing Directors including transportation to and from destination, lodging during trip, car rental, tickets to various shows and events during trip, and conference registrations. Coordinate travel for Admin, Development, and Marketing as required.
- In coordination with the Development Department, prepare briefings and materials as necessary for Managing Director and Artistic Director donor visits and other fundraising meetings.
- Participate in Round House's equity, diversity, inclusion, and accessibility (EDIA) efforts, including serving on an EDIA subgroup and helping to fulfill and promote Round House's mission and values.
- Create and revise various documents as they arise, including social and business correspondence, presentations, agendas, minutes, etc.
- Organize annual Board and Honorary Council events and outings, including the Holiday Party and State of the Theatre event.
- Manage and prioritize the requests made for the Artistic and Managing Directors within the organization including all appointments, signature authorization, meeting requests, and approval of business practices and artistic inquiries.
- Manage house ticket requests for high-demand shows, including coordinating internal and external requests.
- Complete special research assignments and other projects as requested.
- Function independently and efficiently in a deadline-driven environment, and handle multiple, concurrent tasks.
- Other duties as assigned.

## **PREFERRED QUALIFICATIONS AND CAPABILITIES**

*Where the qualifications are described in terms of formal education or direct work experience, Round House welcomes the substitution of relevant prior experience.*

- One to three years of administrative assistant or equivalent experience with the following knowledge and skills acquired:

- Thorough knowledge of Microsoft Outlook, Word, Excel, and PowerPoint.
- Familiarity and proficiency on Apple/Mac systems
- Must have excellent communication and writing skills.
- Excellent attention to detail, with outstanding organizational skills and ability to meet deadlines.
- Consistent application of confidentiality, discretion, diplomacy and tact.
- A highly proactive attitude to ensure efficiency.
- Must be comfortable communicating clearly, tactfully, and appropriately with various groups including Board members, staff, community leaders, and donors.
- Must demonstrate initiative and problem resolution and be able to participate successfully in a fast-paced, team-oriented environment.
- Schedule flexibility and ability to work occasional nights and weekends.
- A background and/or interest in theatre preferred.

#### **BENEFITS**

- Salary: \$38,000—\$40,000
- Health insurance – Choice of fully-funded HMO or optional PPO
- Dental, Life and Long-Term Disability Insurance
- Generous paid time off, including annual, personal, and sick leave

#### **HOW TO APPLY**

Submit a cover letter and resume to [jobs@roundhousetheatre.org](mailto:jobs@roundhousetheatre.org). Round House Theatre is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit [RoundHouseTheatre.org](http://RoundHouseTheatre.org). No phone calls please.