

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Position Title: Executive Assistant

Full-time, Exempt

Position Overview

The Executive Assistant (EA) will play a key role providing executive-level administrative and organizational support to the Executive Director. They will ultimately be accountable for the planning and allocation of the Executive Director's time spent across the organization. The EA will execute administrative tasks that include but are not limited to: managing calendars, appointments, communication, itineraries, and coordinating board meetings. The Executive Assistant will research, compile, draft, edit, and proofread correspondence, documents, presentations, proposals, and reports, and coordinate materials to ensure the team is prepared for meetings. In this role the Executive Assistant responds to public inquiries; tracks executive office expenses; supports donor relationships; and performs other duties as needed. A key function is to plan, monitor, and coordinate administrative projects as assigned from initiation through completion, often collaborating with other departments.

The Organization

Description: With an outdoor main stage performance venue in Orinda and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area. California Shakespeare Theater has an inclusive work environment and actively embraces a plurality of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Equity, Diversity, and Inclusion Statement: At Cal Shakes, we believe that equity is a practice. Our actions--both onstage and off--can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

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What You Will Do

- Manage the Executive Director's time by using excellent decision-making skills, prioritizing effectively, and presenting decisions and processes in a clear and effective manner. This includes ownership of how the Executive Director's time is spent in service of goals and making adjustments as needed.
- Organize and maintain the Executive Director's calendar, including internal and external meetings requiring frequent re-prioritization and shifting appointments.
- Apply high levels of professionalism and discretion in partnership with Executive Director and leadership team on handling and triaging both internal and external communication.
- Coordinate daily workflow and project progress, including managing various updates on goals of the organization.
- Acting as a thought partner and trusted advisor to the Executive Director, making sure they have the best available information, guiding them toward making good decisions and use of time and looping in all relevant parties as needed.
- Building working relationships with key partners and stakeholders internal and external.
- Play a key role as a member of the CalShakes staff, planning organization-wide communications, meetings, events and other activities.
- Attend and support events at the Bruns Amphitheater at the discretion of the Executive Director.

Your Experience

- 3+ years of experience in an administrative role supporting executive leadership
- Ability to make judgment calls while being highly professional and diplomatic knowing when to ask for help of advice
- Culturally competent and open to continual learning, especially regarding inclusive behaviors
- Demonstrated ability to consistently produce high-quality work products, mindful and detailed in checking work to ensure accuracy and completeness
- Strong written and verbal communication skills is essential
- Database management experience strongly preferred
- Demonstrated leadership and customer service experience, highly responsive with strong interpersonal and communication skills.
- Experience establishing organizational systems to improve efficiency while effectively adapting to shifting priorities in a dynamic work environment
- Proficiency in computer software including [Microsoft 365 or Google]



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Other Attributes

- Ability to think and plan proactively
- Excellent time and project management skills
- Ability to work independently and part of a team
- Strong intellectual curiosity and creative problem solver interested in the bigger picture
- High level of flexibility, approachability, resourcefulness and confidentiality
- Courage to challenge the status quo
- Brings levity and a sense of humor to your work
- Has an appreciation for the performing arts

Annual salary range is between \$60,000-\$70,000 and includes a comprehensive benefits plan including medical and dental insurance, vacation, sick leave, holidays, and personal days.

Email resume and cover letter to: cworsley@calshakes.org

California Shakespeare Theater is an Equal Opportunity Employer and has an inclusive work environment that actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

