



## Part-Time Executive Assistant Job Description

Aurora Theatre & Lawrenceville Arts Center seeks a Part-Time Executive Assistant to provide direct administrative report to Aurora's Executive Staff. The Executive Assistant is a member of the artistic team with interdepartmental responsibilities in line with assisting the Executive Staff. They also help oversee general administrative functions at Aurora, including space requests, additional calendar maintenance and correspondence. The Executive Assistant participates in artistic team meetings as a representative for Executive Staff Members to help oversee and streamline messaging and communications. The hours will be 10am-6pm with occasional evening and weekend work.

Aurora Theatre is the 2<sup>nd</sup> largest professional theatre in the state of Georgia, located in Gwinnett County with an operating budget of \$4.5 million, producing 800+ events for more than 80,000 visitors each season. Lawrenceville Arts Center (LAC), a brand-new premier arts and culture venue located in historic downtown Lawrenceville GA, opened in Fall 2021

**REQUIREMENTS:** Candidates must have excellent written and verbal communication skills. Excellent organizational, attention to detail and time management skills with the ability to oversee and negotiate multiple simultaneous projects. Proficiency in Microsoft programs including Outlook, Word, Excel, SharePoint, and Teams. Proficiency in Zoom. An understanding of Tessitura and VenueOps are highly desired. An interest in capacity for teamwork and collaboration. Previous experience managing a busy inbox, extensive correspondence drafting schedules, logistics, and/or radical customer service is highly desirable.

**SALARY:** \$20.00/hr 30 hours a week

Our intent is to transition this job to a full-time position in the coming years

To best demonstrate Aurora Theatre's commitment to inclusion, diversity, equity, access, and excellence in our workspace, we **encourage** ALL qualified applicants to apply. Aurora Theatre is an equal opportunity employer.

**TO APPLY:** Please send resume and cover letter, salary requirements, including names and phone numbers of 3 references and writing sample to [hiring@auroratheatre.com](mailto:hiring@auroratheatre.com):

Ann-Carol Pence  
Producing Artistic Director  
Aurora Theatre  
Lawrenceville, GA 30046  
[ac@auroratheatre.com](mailto:ac@auroratheatre.com)  
[hiring@auroratheatre.com](mailto:hiring@auroratheatre.com)

## REPORTS TO: Producing Artistic Director and Managing Director

### Primary Roles & Responsibilities

Support Aurora Theatre's Executive Staff in the following capacities:

- Manage Producing Artistic Director's calendar, phone line and email correspondence
- Oversee and draft Producing Artistic Director's correspondence

- Help draft supplementary materials for the Producing Artistic Director, including but not limited to, board notes, fundraising remarks, playbill remarks and additional marketing remarks and more
- Work with the Development department to update Producing Artistic Director's fundraising portfolio as well as schedule time for review of philanthropic responsibilities. Manage updates and correspondence in Aurora's database (Tessitura)
- Assist Producing Artistic Director in keeping to their schedule by facilitating start and end of meetings
- Assist Producing Artistic Director during special events, such as opening night performances
- Act as a liaison between Aurora's Executive Staff, artists, donors, and other staff members
- Serve as general support to the Executive Staff, participating in season planning meetings and tracking, work related to Aurora's annual gala, and more
- Provide administrative support including but not limited to artistic database management, expense and budget tracking, travel, and accommodation arrangements
- Work with the rest of the Executive Staff on Aurora's EDI efforts
- Provide support to members of Aurora's Board of Directors, when necessary

## CULTURE

Lawrenceville Arts Center is an inclusive art space where you will be part of a thriving cultural scene (music, theatre, dance, & visual arts). Join a creative culture that operates under "Group Speak" (all voices welcomed). We value equity in the workplace, and we fight for civic, corporate and cultural understanding. Plus, we have a lot of fun!!!

*Aurora recognizes that conversations about salary can be difficult. We strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Aurora will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.*