Executive Administrator
American Repertory Theater
Grade: 55

Position Summary

Reporting directly to the Executive Director, the Executive Administrator is responsible for supporting a wide range of complex administrative functions for the A.R.T. including advanced stakeholder communications, project management, strategic planning, processing, board relations, and reconciling financial transactions. The Executive Administrator manages a high volume of calendar scheduling requests and priorities in service of the A.R.T.’s mission, executive leadership, and management operations. The Executive Administrator works concurrently with the Executive Director to prioritize internal and external meetings (both virtual and in-person), meeting agendas, travel arrangements, errands, and timely correspondence with the Artistic Director, board leadership, senior staff, A.R.T./Harvard staff, and other key stakeholders. The Executive Administrator is responsible for developing effective systems for managing administrative needs, distributing institutional communications, proactively setting priorities, and anticipating tasks needed to execute key goals and projects on the Executive Director’s behalf. The Executive Administrator’s duties and responsibilities are expected to commensurately grow with their own capacity to support an executive leader of a live performing arts institution and, therefore, this position require the ability to work early morning, evening, and weekend hours as necessary.

Job Responsibilities

Executive Support

- Manage complex calendars responding quickly and efficiently to a high volume of scheduling requests and changes, showing significant independent judgment in identifying and resolving potential conflicts for the Executive Director.
- Compose, edit and proof written correspondence and broader communications on behalf of the Executive Director.
- Prepare speaking points and other materials for policies, institutional matters, project memos, and other communications as necessary.
- Serve as the primary line of communication for staff, articulating the Executive Director’s strategic priorities and agenda, and liaison between the Executive Director, the boards, and the A.R.T. staff.
- Attend internal and external meetings and regularly brief the Executive Director on matters of significance and make decisions as appropriate on the Executive Director’s behalf.
- Attend events in Greater Boston, New York, and on the Harvard campus with and on behalf of the Executive Director.
- Assist with planning and execution of institutional events with A.R.T. staff and board members such as opening nights, donor cultivation events, gala, and represent the A.R.T. at these events, within the community, and at Harvard University.

Board Liaison & Management

- Set agendas for both the board of trustees and board of advisors meetings as well as all board committee meetings; approximately 40 per year.
- Prepare content and materials, technology, scheduling, staffing, and notating for said meetings, and conducting necessary follow-up.
- Assist Executive Director in the establishment and management of ad hoc board committees, task forces, and working groups as special initiatives, needs, and projects arise.
- Manage the board nomination, onboarding, and orientation process in partnership with the heads of the Nominating & Governance committees.
- Facilitate succession planning and good governance practices.
- Develop and manage board stewardship communications and reporting in coordination with the Chief Development Officer and Development team as necessary.
- Maintain and support a high level of engagement for all trustees and advisors.
- Organize and execute board training and facilitated conversations in consultation with Executive Director including topics such as organizational culture, institutional values, and anti-racist practice.
- Assist development team as needed to promote and assist the boards’ own cultivation and engagement and fundraising efforts.
- Perform additional duties as needed to help advance the theater’s mission.

**Basic Qualifications**

Candidates MUST meet the following basic qualifications in order to be considered for this role:

- Bachelor's degree or equivalent professional experience preferred.
- 5+ years of related experience in an administrative support position, including providing administrative support to executive-level professionals.

**Additional Qualifications and Skills**

- Excellent organizational skills to prioritize work in an environment with multiple and competing interests.
- Demonstrated strength in administrative and communications skills including writing, scheduling, and time and project management.
- Must be able to work under the pressure of deadlines while exercising good judgment, diplomacy, and maintaining a high degree of discretion and confidentiality.
- Requires a highly professional manner and excellent interpersonal and communications skills.
- Must be able to work independently with minimal supervision and as part of a team, as well as work across multiple departments and with a variety of projects and constituencies.
- Experience with Microsoft Office, Zoom meeting functionality, Tessitura, and group collaboration software applications (e.g.: SharePoint, Teams, Dropbox, etc.).
- Exudes a joyful, respectful, reliable, and approachable demeanor.
- Demonstrates a high degree of integrity, accountability, timeliness, efficiency, independence, self-motivation, initiative, and solution-oriented problem solving in their work ethic.
- Seeks acute clarity in the presence of complex tasks and communications.
- Advocates for themselves and their needs while considering the needs of others and the A.R.T.
- Possesses an unwavering commitment to an equitable and respectful workplace culture.
- Demonstrates a steadfast and proven practice in the areas of equity, diversity, inclusion, anti-racism, and belonging.
- Ability to balance restorative practice while possessing a high-functioning job.
- Ability to maintain a high degree of confidentiality and professional conduct.
- Ability to be coachable, resourceful, and efficient.
- Ability to function respectfully, effectively, and flexibly in a complex work environment.
- Ability to remain focused with frequent interruptions.
- Ability to “manage up” (providing critical feedback and direction to the supervisor).
• Ability to work on and prioritize a wide variety of tasks simultaneously.
• Demonstrates a passion for and familiarity with the performing arts industry, particularly theater.

Please visit the Harvard Careers website for additional information and to apply for this position.