



Kelly Strayhorn Theater
5941 Penn Avenue, Pittsburgh PA 15206
t 412.363.3000 :: f 412.363.3416
kelly-strayhorn.org

Administrative Offices
The Alloy Studios
5530 Penn Avenue, Pittsburgh PA 15206
t 412.363.3000 :: f 412.363.4320



JOB POSTING JANUARY 29, 2014

CONTACT

Alex Bard
Managing Director
alexbard@kelly-strayhorn.org

Executive Assistant/External Relations

Community Theater Project Corporation, dba "Kelly Strayhorn Theater"

- Reports to Executive Director and Managing Director
- Non-exempt/part time/30 hours weekly
- Monday–Friday 10 a.m.–4:30 p.m. (1/2 hour lunch)
- The Alloy Studios, 5530 Penn Ave, Pittsburgh PA 15206

Job Description

The Kelly Strayhorn Theater seeks an Executive Assistant who is an integral part of the organization's daily operations. The position will provide direct administrative support to the organization's Executive Director while maintaining clear, professional communications with board, staff, key stakeholders, and external partners.

Responsibilities

- Utilize email, voicemail and online collaborative resources to manage the efficient flow of information to and from the Executive Director
- Manage calendars, answer and direct telephone inquiries, sort mail, and perform other administrative processes on behalf of the Executive Director
- Coordinate and confirm meeting schedules with the Executive Director and key parties including the Board of Directors, neighborhood leaders, donors, key stakeholders, and external partners
- Prepare meeting documents and reports as directed
- Compile and present information through the resourceful acquisition of data

Qualifications

The Executive Assistant is a calm and collected professional with a keen eye for detail. The position requires a high level of organization, flexibility, maturity, and an ability to prioritize tasks independently and proactively. Strong communication and written skills are required in addition to keeping a sense of professionalism and a creative approach to problem solving.



This right candidate will be able to:

- Set clear priorities and focus appropriate time and energy on them
- Take action and deliver on commitments
- Identify ways to streamline and improve their personal workflow
- Understand and apply the mission of the Kelly Strayhorn Theater to their daily tasks

Proficiency in MS Office, Mac and Windows platforms is required. Computer skills must include document production applications including Excel, Word, and PowerPoint and the willingness to learn and utilize additional applications.

Bachelor's degree is required. Interest in the arts as well as work experience in a high-function office environment is preferred.

Salary will be commensurate with experience

Please send resume and cover letter to:

Alex Bard, Managing Director
alexbard@kelly-strayhorn.org

No phone calls please. This position is available immediately.