



**ASSISTANT TO THE ARTISTIC AND EXECUTIVE DIRECTORS
TRINITY REPERTORY COMPANY, PROVIDENCE, RI**

Trinity Repertory Company, the Tony Award-winning State Theater of Rhode Island, seeks an Assistant to the Artistic and Executive Directors. Responsibilities include providing administrative support for the Artistic Director, Executive Director, and Board of Trustees; scheduling appointments, auditions, meetings, and travel; managing expense budgets; answering telephone calls and mail; drafting written correspondence; coordinating Board and Board committee meetings and recording meeting minutes; performing clerical tasks; and coordinating with other departments as necessary. Minimum requirements include: an Associate's degree; one or more years of professional office experience and/or training; strong administrative, computer, and organizational skills; excellent written and verbal communication skills; ability to prioritize; good judgement; discretion; knowledge of the organization and/or theater; or equivalent combination of education and experience. Complete posting at www.trinityrep.com (About/Work with Us). To apply, submit cover letter and resume to jobs@trinityrep.com. Trinity Repertory Company is an equal opportunity employer dedicated to building a culturally diverse and equitable environment and strongly encourages applications from people of color and women. This position will remain open until filled and until a diverse and qualified pool of candidates is identified.

ABOUT TRINITY REPERTORY COMPANY

Since its founding in 1963, Trinity Repertory Company has been one of the most respected regional theaters in the country. Featuring one of the last long-standing resident acting companies in America, Trinity Rep presents a balance of world premiere, contemporary, and classic works for an estimated annual audience of 120,000 in its two venues: the 500-seat Chace Theater and 250-seat Dowling Theater.

Over the past fifty-three years, the theater has produced a number of celebrated world premieres, mounted national and international tours, trained hundreds of new actors and directors through its MFA programs (now in association with Brown University) and has consistently been a pioneer in arts education for people of all ages and abilities. Trinity Rep's mission is to "reinvent the 'public square' with dramatic art that stimulates, educates, and engages our diverse community in a continuing dialogue."

As Rhode Island's largest arts organization, Trinity Rep has a significant impact on the community and is a linchpin of Providence's arts and entertainment district. With an annual budget of approximately \$9 million, the theater employs over 100 artistic and administrative staff, including a resident acting company of 16, and generates more than \$12 million in economic activity each year. Trinity Rep's educational initiatives continue to provide instruction and enrichment to people of all ages and abilities, and its Project Discovery program, which recently celebrated its 50th Anniversary, serves over 15,000 children each year.

The Brown/Trinity Rep MFA program has become a leader in graduate training for actors and directors by offering in-depth classroom work in conjunction with a professional theater, and is widely regarded as one of the best in the country. Since 1973, Trinity Rep's home has been the Lederer Theater Center, a historic landmark built as the Majestic Theater in 1917. In 1981



Trinity Rep won the Regional Theater Tony Award, and in 2014 it was named the State Theater of Rhode Island.

ABOUT THE COMMUNITY

Ranked #1 in Travel + Leisure Magazine's 2014 America's Favorite Cities Survey, praised by Architectural Digest as "The country's best small city," and named America's Coolest City by GQ Magazine in 2015, Providence is the capital and most populous city in Rhode Island. Founded in 1636, it is one of the oldest cities in the United States and the third-largest city in the New England region after Boston and Worcester. Providence has a city population of 179,154 and is part of the Providence metropolitan area with an estimated population of 1,604,291. The region is considered part of the Greater Boston commuting area, which contains 7.6 million people.

Once nicknamed the "Beehive of Industry," Providence has rebranded itself as the "Creative Capital" to emphasize its educational resources (Brown University, Rhode Island School of Design, Providence College, Rhode Island College, Roger Williams University, and Johnson & Wales University) and arts community. Over the last ten years, much of Providence has undergone a true civic renaissance, as political leaders and residents have propelled the city into an exciting place to work and live. City streets are packed with boutiques, hotels, renovated lofts, excellent restaurants and art spaces.

In addition to being the home of Trinity Repertory Company, Providence has a remarkable arts and culture community that includes nationally renowned community arts center, AS220, the Rhode Island Philharmonic Orchestra, RISD Museum, Providence Athenaeum, Festival Ballet, and WaterFire. Providence is also home to several performing arts centers such as the Veterans Memorial Auditorium and the Providence Performing Arts Center, as well as a number of smaller theaters. The city's music scene, centered on artist-run spaces, is well known in underground music circles.

The restaurant scene in Providence is second to none and a source of immense pride for residents, as the city has been consistently recognized as a top city for food. Because of Rhode Island's proximity to the ocean, many restaurants, grocery stores, and farmer's markets boast food sourced from the state itself, giving real meaning to the phrase "farm-to-table" dining. From bakeries and coffee shops, to bars and food trucks, there is no shortage of fun, excellent, cutting-edge dining in the city.

COMPENSATION

\$30,000 - \$32,000 depending on experience; competitive benefits package including health insurance, dental insurance, voluntary supplemental benefits, 401(k), vacation, sick time, personal time, and paid holidays.

DESIRED START DATE

October 2017, or as soon as practicable



JOB DESCRIPTION

Job Title: Assistant to the Artistic and Executive Directors
Department: Administration
Reports To: Artistic Director/Executive Director
FLSA Status: Exempt, Full-time

Summary:

The **Assistant to the Artistic and Executive Directors** provides administrative support to the Artistic Director, Executive Director, and Board of Trustees.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Schedule appointments, meetings and travel for Artistic Director and Executive Director
- Manage and track expenses for Artistic Director and Executive Director
- Answer telephone calls for Artistic Director and Executive Director
- Handle mail for Artistic Director and Executive Director
- Draft and type written correspondence for Artistic Director and Executive Director
- Perform clerical tasks for office of Artistic Director and Executive Director and coordinate with other departments as necessary
- Organize Board of Trustees and Board Committee meetings (including materials, equipment, and catering), take minutes, and handle general Board correspondence for all committees
- Oversee Executive Office house seats and make reservations for Artistic Director and Executive Director, VIPs and acting company members
- Coordinate and schedule annual Equity auditions, as well as *A Christmas Carol* child auditions

Supervisory Responsibilities:

This is not a supervisory position.

Salary Range:

\$30,000 - \$32,000 depending on experience; competitive benefits package including health insurance, dental insurance, voluntary supplemental benefits, 401(k), vacation, sick time, personal time, and paid holidays.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

At minimum, an Associate's degree, preferably in administration, business, or office management; one or more years of office experience and/or training; strong administrative and organizational skills; or equivalent combination of education and experience.

**Language Skills:**

Ability to read, analyze and interpret general business periodicals, legal documents, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, co-workers, volunteers, artists, and patrons in writing, by telephone, and through face-to-face conversation.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic math.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of and proficiency in internet software, spreadsheet software, and word processing software. Ability to type at least 50 words per minute (wpm).

Other Qualifications:**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand in a stationary position for up to 90 percent of the time
- Must be able to regularly move about inside office spaces to access file cabinets, office machinery, etc.
- Must have the physical ability to regularly operate a computer and other office productivity machinery (i.e. a calculator, copy machine, computer printer)
- Must be able to exchange information, discuss, express oneself and communicate in a professional manner.
- Must have the physical ability to move objects weighing up to 15 pounds for office functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must be able to work nights and weekends up to 5% of the time.
- This job does not require travel.