



# omahacommunityplayhouse

## **Executive and Artistic Assistant**

Job Title: Executive and Artistic Assistant (Full-time)  
Department: Administrative & Artistic

Reports to: Executive Director and Artistic Director  
Non-exempt Salaried

### Scope of Responsibilities

The primary role of this position is to provide administrative support to the Executive Director and Artistic Director. This position is the first point of contact that board members, contractors, vendors, and community members encounter when they call or visit the Omaha Community Playhouse (OCP). This individual should be pleasant, knowledgeable, assertive, demonstrate initiative, and pay close attention to detail.

### Performance Responsibilities:

#### Administrative Duties

- Assist Executive Director, Artistic Director and Associate Artistic Director as needed.
- Prepare/track/submit for processing contracts for guest artists, directors, designers, musicians, stage managers, choreographers, etc.
- Distribute show information (cast lists, rehearsal schedule, etc.) for both OCP season productions and Alternative Programming Series presentations to necessary staff and board members who are adopting shows.
- Assist OCP Artistic Associate in distributing show information to Alternative Programming Series casts when needed.
- Assist Artistic Director in applying for royalty rights for all OCP season productions and Alternative Programming Series presentations.
- Maintain all necessary paperwork, purchase order submissions, payment tracking etc. associated with royalty applications.
- Maintain audition pages and Board of Trustees pages on the OCP web site.
- Create menus and work with caterers for all tech Sunday pot lucks and all Sunday dinners of A Christmas Carol, or any other production with two show days.
- Maintain the production/cast list archives and database.
- Update the Past Productions list each year.
- Proof all Prompters.
- Answer all cold call or email questions (directly or via web site) regarding shows, acting, auditions, etc.
- Prepare materials for the Adopt-a-Show program and serve as a guide and point of contact for the board members adopting a show.
- Maintain staff calendar and reserve space for all Board meetings, committee meetings, and all show-related events (auditions, callbacks, rehearsals, performances, production meetings, etc.)
  - Create meeting date list for Department Head and All Staff meetings each fiscal year and enter dates on the Staff Calendar
- Update volunteer database

- Occasional scheduling and calendar management for Executive Director and Artistic Director
- Office management duties including ordering supplies, troubleshooting copiers, etc.
- Coordinate staff events as requested by the Executive Director
- Sort, log, and distribute mail upon delivery
- Manage building rentals and outside events
- With the assistance of TTAP Apprentices, create actor packets, contact sheets, scripts, and other necessary documents for each production.
- Occasional development assistance
- Additional duties as assigned

#### Board of Trustees

- Serve as staff liaison to all Board of Trustees members.
- Assist the Board Chairman as needed.
- Prepare contact list, committee list, meeting list for each fiscal year.
- Invoice board members for annual dues.
- Track due payments, subscription orders and meeting attendance.
- Send meeting notices and other mailings to board members.
- Prepare packets for each board meeting.
- Attend and take the minutes at each Board of Trustees meeting.
- Attend and take the minutes for each Executive Committee meeting.
- Maintain the archives for the board meeting minutes.
- Do all set up and tear down for each meeting including ordering food.
- Schedule committee meetings when requested

#### Auditions/Callbacks/Casting

- Create audition and callback forms for all OCP season productions and Alternative Programming Series presentations. Have directors proof read the forms before printing.
- Recruit and schedule Check-in Volunteers for auditions and callbacks as needed.
- Manage the check-in table and oversee audition check-in volunteers at all auditions.
- Communicate room set-ups for auditions, callbacks, rehearsals, etc. to Facilities staff.
- Communicate all casting considerations from Guest Directors to the Artistic Director.
- Collect background check authorization forms from auditioning actors.
- Communicate and coordinate with the HR Manager to run background checks on the proposed cast members.
- Communicate the final cast lists to the Marketing Department.
- File actor cards after each audition.
- Contact actors selected for callbacks.
- Serve as a fill-in for the stage manager if they are unable to attend callbacks.
- Contact actors offering roles in the productions.
- Contact confirmed actors to gather further conflicts with rehearsal period.
- Create actor conflict calendar for each director.
- Email rejection notifications.
- Distribute first rehearsal schedule to casts.
- Assist Artistic Director in collecting and calculating diversity demographics.

#### Scripts

- Scan all scripts into computer script library
- Communicate and coordinate with TTAP Director regarding production documents to be copied, filed or created by stage manager apprentices and education interns.
- Coordinate with the stage manager the distribution and retrieval of scripts from cast members for musicals only.

- Coordinate the return shipping of materials for musical productions to the publishing houses.

### Playreading Committee

- Prepare contact list and meeting dates for each year.
- Input Playreading dates on staff calendar.
- Create and mail welcome back letters.
- Invoice members for lunch dues.
- Send email notices and other mailings to committee members.
- Do all set up and tear down for the meetings including ordering food.
- Order perusal scripts as needed for reading, per Artistic Director's selections.
- Make copies of scripts for Playreading members.
- Scan all perusal copies for the computer script library.

### Awards Night

Working with the Artistic Director, Marketing Department, and Awards Night Chairman:

- Update letter to voters.
- Purchase stamps, envelopes, and make copies of the letter for the number of people on the voter list.
- Prepare mailing to voters.
- Contact all nominees
- Contact last year's winners and ask to present.
- Determine award recipients from ballot results.
- Create presenter cards.
- Order awards through Regal Awards.
- Verify spelling of awards.
- Coordinate set up needs.
- Coordinate technical needs with the Artistic Director and Production Coordinator.
- Assist Artistic Director as needed for any special program/presentation.
- Maintain the check-in table backstage.
- Schedule Awards Night Committee meeting to discuss other Awards Nights details (food, bar, entertainment for guests, etc.)

### Phone Volunteers/Etc.

- Organize Volunteer schedules
- Cover phones when there is no volunteer
- Train all new phone volunteers
- Update phone list and distribute
- Update menus on phone system
- Schedule service calls when needed

### Web Site

- Answer all questions sent to the info@omahaplayhouse.com address
- Update all assigned pages on the web site

### Miscellaneous Duties

- Purchase and set up healthy snacks for all OCP tech Sundays.
- Communicate with directors and Artistic Director regarding opening night celebrations for cast and crew.
- Purchase items for all OCP opening night celebrations if needed – also set up and tear down.

- Other duties as assigned.

Minimum Qualifications:

- Strong customer service skills
- Strong organizational skills
- Excellent verbal skills
- Must be self-motivated and proactive with a strong work ethic
- Must have a high level of enthusiasm, flexibility, positivity and energy
- Detail oriented with the ability to meet deadlines
- Trustworthy with confidential information
- Maintains a professional rapport with volunteers, staff, board members and the public
- Experience working with Outlook and Microsoft Office including Excel and Word
- Ability to work independently and as part of a team
- Flexible schedule with the ability to work some nights and weekends

Desirable Qualifications:

- Knowledge of Tessitura Ticketing Software
- Knowledge of and passion for the Arts