



IMMEDIATE POSITION AVAILABLE

Executive Assistant

The Bishop Arts Theatre Center has an immediate entry-level position available for an Executive Assistant to join our radically inclusive team of arts administrators. The ideal candidate must be bilingual (Spanish and English preferably) in addition to:

- Be computer savvy & proficient in all social media platforms
- Possess strong written and verbal communication skills
- Have a strong work ethic and impeccable integrity
- Have excellent human relation skills
- Demonstrate good creative problem solving skills
- Have the ability to exercise good judgment
- Be able to juggle multiple tasks
- Be able to work independently
- Have *some* experience working in theatre

Responsibilities include but are not limited to:

- Assisting office staff with day-to-day tasks
- Preparing donation letters & contracts
- Managing agency's database
- Making cash deposits
- Managing facility rental contracts
- Scheduling and giving tours of the facility
- Answering, screening and returning calls thoroughly and with diplomacy
- Greeting office visitors
- Securing volunteers for all performances and events

The salary for this position will begin at \$24,000 plus a health insurance stipend. Please send your resume to info@bishopartstheatre.org. We encourage persons of all race, age, ethnicity, religion, sexual orientation, citizenship, sex, marital status, national origin, or disability to apply for this position.