



## Executive Assistant

Phoenix, Arizona | Part-Time, 30-35hrs/wk | Range: \$21.00 - \$25.00/hr

*Applications reviewed on a rolling basis. Position open until filled.*

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### About Herberger Theater Center

Herberger Theater Center (HTC) is one of Arizona's most active performing arts venues, located in the heart of downtown Phoenix. Since opening in 1989, HTC has served as a creative home for resident companies, a gathering place for the community, and a stage for performances ranging from Broadway-caliber productions to intimate and innovative arts experiences. Our complex includes Center Stage, Stage West, Kax Stage, and an outdoor Pavilion Stage, hosting more than 500 events annually. From theater, concerts, dance, and children's programming to festivals and community events, HTC is built to support a vibrant mix of performances and audiences.

This is an exciting time for the organization. Our Spotlight Series is growing, new partnerships are expanding our impact, and plans for a future capital project are helping shape a bold new chapter for downtown Phoenix.

Our team is collaborative, hardworking, and deeply committed to creating exceptional experiences for artists, audiences, clients, and the organizations that call HTC home.

Herberger Theater Center is an equal opportunity employer. We are committed to building a team that reflects the diversity of the community we serve.

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### The Opportunity – Part-Time Executive Assistant

The Herberger Theater Center seeks a highly organized and proactive Part-Time Executive Assistant to support our President & CEO and Board of Directors. This pivotal role offers the opportunity to contribute to the success of a vibrant nonprofit arts organization in downtown Phoenix.

The Executive Assistant will serve as the primary administrative partner to the President, managing calendars, preparing correspondence, coordinating Board and committee meetings as Board Clerk, and ensuring the smooth flow of information and operations. The position also handles select administrative functions, including mail processing, check handling, and office supply management.

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## What You Will Do

### Key Responsibilities

- Provide high-level administrative support to the President & CEO, including scheduling, communications, travel arrangements, and special projects.
- Coordinate all Board of Directors and committee meeting logistics, including agendas, packets, minutes, and records.
- Serve as liaison between the President and staff, Board members, donors, and community partners.
- Manage incoming and outgoing correspondence, including confidential documents.
- Process incoming/outgoing checks as defined in the organization's board-approved financial policies.
- Support Development initiatives through communication coordination.
- Maintain organized filing systems and ensure office operations run efficiently.

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## What We Are Looking For

### Qualifications

- Minimum of three years' executive administrative experience, preferably supporting a senior leader or CEO.
- Strong organizational and time-management skills with the ability to handle multiple priorities.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft 365 and cloud-based collaboration tools.
- Discretion and professionalism in handling sensitive information.
- Experience working with Boards of Directors and nonprofit governance.

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## Schedule & Compensation

- Part-time, 30-35 hours per week, primarily weekday hours with occasional evenings or weekends for meetings or events.
- \$21.00 - \$25.00 per hour commensurate with experience.

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## To Apply

Send a cover letter and résumé to [resumes@herbergertheater.org](mailto:resumes@herbergertheater.org) with "Executive Assistant Application" in the subject line. Position open until filled.