



The Human Race Theatre Company  
126 N. Main Street  
Suite 300  
Dayton, OH 45402-1766  
Phone: (937) 461-3823  
Fax: (937) 461-7223  
[www.humanracetheatre.org](http://www.humanracetheatre.org)

**Job Title** Executive Assistant

**Reports to** Executive and Artistic Directors

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## **JOB PURPOSE**

The Executive Assistant supports and reports to the Executive Director and Artistic Director, and will primarily interface with The Human Race Theatre Company's visitors, board, staff, and artists. Additionally, this role engages in logistical, organizational, and moral support of the entire staff. As such, the Executive Assistant should be an excellent communicator, possess an engaging personality, sense of humor, attention to detail, and efficient organizational methods to track multiple priorities simultaneously. This role also supports the Creative Producer and the Engagement and Learning Coordinator as needed.

## **DUTIES AND RESPONSIBILITIES**

### Office & Governance Administration 70%

- Maintain Governance board and individual committee rosters, archival data, notes on recruitment efforts, and compiling data
- Serve as office administrator including maintaining supplies, equipment; distribute keys, mail
- Schedule meetings for Executive and Artistic Directors with board, donors, community leaders
- Coordinate staff, board, donor, marketing calendars and events including any required hospitality
- Support database upkeep across departments
- Arrange travel, housing, and airport transfers for staff, guest artists in a timely and cost-effective manner
- Maintain current list of neighboring businesses, arts organizations and all relevant contacts
- Other responsibilities that align with candidate interest and skillset

### Production Support 30%

- In coordination with the Creative Producer, execute logistics for all company auditions
- Inform Guest Artists of parking, restaurant, company events, and local resources
- Arrange staff and company comp tickets
- Liase with property manager for actor housing schedule, maintenance.

In addition to the duties listed above, The Human Race Theatre Company expects the following of each employee: adheres to theatre's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload;



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demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in HRTC events as needed or required; and completes other duties as assigned.

#### REQUIRED QUALIFICATIONS

- 2 years administrative or executive assistant experience
- Advanced proficiency with Microsoft 365, FileMaker Pro
- Excellent oral and written communication skills
- Adept multitasking, organizational, and time management skills
- Meticulous attention to detail
- A valid driver's license and access to a registered and insured vehicle is required
- Knowledge of working in a theater is a plus
- An inquisitive mind that actively pursues ways and practices that elevate the work of The Human Race Theatre Company

#### WORKING CONDITIONS

- This position requires flexibility of schedule: mostly weekday hours with some flexibility for evening and weekends as needs arise. This is a part-time, hourly position starting at \$20 per hour, with 20 hours per week.
- A shared office space is provided with a computer and access to printers, a copier, a landline phone, and internet.
- HRTC is a typical collaborative, dynamic theatre work environment with individual projects or tasks independently managed.

#### PHYSICAL REQUIREMENTS

- Mobility: ability to reach, bend, carry and climb stairs.
- Lifting loads of 30 pounds by oneself.
- Ability to look at an electronic screen for extended periods of time
- The work environment includes the offices on the 2<sup>nd</sup> or 3<sup>rd</sup> floor, which can be accessed by elevator or stairs.

#### TO APPLY

Send Resume and Cover Letter to Artistic Director Emily Wells at [emily@humanracetheatre.org](mailto:emily@humanracetheatre.org) with Executive Assistant in the subject line.

#### ABOUT THE HUMAN RACE THEATRE COMPANY



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**Our Mission:** We are Dayton's professional regional theatre company, exploring the human experience and promoting enlightenment, inclusion and understanding while startling us all into a renewed awareness of ourselves.

**Core Values:**

We affect the conscience of our society.

We engage our audiences as partners in the creative experience.

We provide a platform for artists to evolve and explore.

We are an educational resource for our community.

### WORKING WITH US

- Workplace benefits include available flexible work schedule, 50/50 healthcare premium cost-sharing, parking, and paid time off for qualified individuals.
- Outside or additional projects not in conflict with HRTC's production schedule may be accepted with prior approval and after a preliminary work period of 6 months.