

atcARIZONA
THEATRE
COMPANY**MATT AUGUST**KASSER FAMILY
ARTISTIC DIRECTOR**ANA ROSE O'HALLORAN**

EXECUTIVE DIRECTOR

PO BOX 61893
PHOENIX, ARIZONA 85082PO BOX 1631
TUCSON, ARIZONA 85702**833-ATC-SEAT****ATC.ORG****Executive Assistant & Board Liaison**

Reports To: Executive Director & Artistic Director

Status: Full-Time, Non-Exempt

Application Deadline: Open Until Filled

Location: Phoenix, Arizona

Hourly Rate: \$18-22/hr

About Arizona Theatre Company:

Founded in 1966, Arizona Theatre Company (ATC) is Arizona's only LORT (League of Resident Theatres) professional nonprofit regional theatre and the Official Arizona State Theatre. Nationally recognized for artistic excellence, ATC uniquely operates in both Phoenix/Tempe and Tucson.

ATC's mission is to create world-class theatre that explores what it means to be alive today—sparking empathy, curiosity, and joy while bringing communities together. Through mainstage productions, education programs, and community engagement, ATC serves more than 200,000 individuals annually.

Position Summary:

Reporting to Ana Rose O'Halloran, Executive Director and Matt August, Kasser Family Artistic Director (Co-CEOs), the Executive Assistant & Board Liaison plays a key role in supporting executive leadership and ensuring effective communication and coordination with the Board of Directors. This position requires exceptional organization, professionalism, discretion, and interpersonal skills, along with a passion for theatre and nonprofit work.

Key responsibilities include:

- Provide comprehensive administrative support to the Executive Director and Artistic Director, including managing highly active calendars, scheduling meetings, tracking expenses, maintaining files, running errands, and handling sensitive and confidential information with discretion and professionalism.
- Serve as a primary liaison to the Board of Directors in support of and at the direction of the Executive Director and Artistic Director, including scheduling Board and Committee meetings; preparing and distributing agendas and meeting materials; taking and disseminating minutes; managing communications; and assisting with Board-related events and initiatives.



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- Maintain Board records, including committee rosters, terms, and key governance documents, as directed by executive leadership.
- Coordinate logistics and communication across ATC's Phoenix/Tempe and Tucson operations in support of executive leadership and Board activities.
- Support executive leadership across organizational areas including Artistic, Fundraising, Marketing, Operations, Outreach, and Education.
- Provide on-site support for executive leadership, Board activities, and special events across ATC's Phoenix/Tempe and Tucson locations, including occasional travel between cities.
- Assist with drafting, editing, and proofreading correspondence, reports, and other materials as needed.

Qualifications:

Experience

- One or more years of professional experience in a nonprofit organization; experience in theatre or the performing arts preferred.

Skills & Attributes

- Excellent written and verbal communication skills, including strong proofreading abilities and able to interact effectively with individuals at all levels of the organization.
- Strong interpersonal skills and ability to work collaboratively with a diverse group of board members, donors, volunteers, patrons, and staff.
- Highly organized, detail-oriented, self-motivated, and able to manage multiple projects under tight deadlines.
- Strong problem-solving skills and sound judgment.
- Enthusiasm for theatre and an understanding of the role cultural organizations play in vibrant communities.
- Proficiency in Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, OneNote, OneDrive) and Zoom; experience with document management, cloud-based storage systems (e.g., Dropbox), and comfort using CRM and other database systems.
- Commitment to ATC's mission, values, and to fostering an inclusive, respectful, and equitable workplace.
- Valid driver's license and reliable transportation required.

This position requires occasional evening and weekend work in alignment with ATC's production calendar. This position currently operates in a hybrid work environment. The role may transition to primarily on-site work in the future.

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Application Procedure:

Please send cover letter and resume to EA@arizonatheatre.org and reference "Executive Assistant & Board Liaison" in the subject line.

Arizona Theatre Company is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, color, age, sex, sexual orientation, religion, disability, or national origin.