

BROADWAY SACRAMENTO



Broadway Sacramento Job Description

Job Title: Assistant to the President
Classification: Full time/Hourly
Reports To: President/CEO
Salary Range: \$49,920 - \$58,240/year

Position Summary

Serve as a liaison between the President and Board of Directors, City and County officials, business associates, colleagues, local and regional theatres, patrons, and staff members. Responsibilities include general administrative and secretarial duties, scheduling meetings, drafting and transcription of meeting minutes, preparation of contracts for execution, and arranging tickets for the President, board members and VIPs.

Job Duties

- Provide principal support to the President/CEO and perform general secretarial duties, including but not limited to screening incoming calls, mail, filing and petty cash expenses, scheduling meetings, and appointments, maintaining daily calendar.
- Serve as liaison to the Broadway Sacramento Board of Directors, Broadway Sacramento Foundation Board, board committees, and alumni.
- Facilitate board and committee meetings and events: assemble and distribute meeting notices and agendas; solicit and prepare reports from Sr. Staff; observe compliance with bylaws for quorum and committee composition. Coordinate all meeting logistics including venue, food and beverage, remote access credentials, agenda packet materials and/or other equipment.
- Attend board and committee meetings and serve as confidential recording secretary; take minutes and transcribe, disseminate, and maintain permanent minutes record.
- Facilitate senior and general staff meetings and events. Coordinate remote access credentials, agendas, and other logistics.
- Manage organizational records including Board Bylaws and Amendments, and Articles of Incorporation.

- Update and maintain Broadway Sacramento and Foundation Board rosters, contact lists, election and termination data, annual conflict of interest statements, and website and playbill listings.
- Facilitate Tony voter tickets and house seat requests for President, board members, and VIPs.
- Update and maintain lists of VIPs, including board alumni, Sacramento City Councilmembers and Sacramento County Board of Supervisors.
- Facilitate relationship and ensure timeliness of contract deliverables related to the Broadway Sacramento/UC Davis Health and other naming rights agreements.
- Maintain log of Broadway At Music Circus archival videos and manage archival library; prepare video archive riders for signature for each Broadway At Music Circus production; track through completion and submission to Actors' Equity Association.
- Compile and keep current calendars of relevant national and local agencies, including The Broadway League, Independent Presenters' Network, Downtown Sacramento Partnership, and others as assigned. Manage annual renewal of memberships and conference registrations as needed.
- Review Sacramento City Council agendas weekly for items relevant to the organization.
- Facilitate general correspondence and business gifts on behalf of the President.
- Assist with special projects on behalf of the President and other executive staff members.
- Other duties as assigned by the President.

Required Experience, Skills

- Preferred minimum of three years of experience as an assistant or confidential secretary.
- Preferred minimum of three years of experience working with a board of directors and committees.
- Excellent writing skills and strong organizational skills.
- Proficiency with Microsoft 365, Microsoft Office Suite, remote meeting software (Zoom).
- Ability to prioritize and multi-task in a fast-paced environment.
- Demonstrated ability to work in a proactively diverse and inclusive organization.
- College graduate or equivalent experience.
- Ability to lift up to 50 lbs to the height of 3-4 feet.

Summary of Benefits

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| • Vacation Leave | • Life Insurance |
| • Sick Leave | • 401(K) Plan |
| • Holiday Leave | • Complimentary Tickets |
| • Medical & Dental Insurance | |

Revision Date: 4-10-2024

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.