

# J O B   D E S C R I P T I O N



POSITION: EXECUTIVE ASSISTANT TO THE ARTIST DIRECTOR  
REPORTS TO: Artistic Director  
STATUS: Full-time/Non-Exempt  
COMPENSATION: \$48,000 - \$50,000 Annually  
WORK LOCATION: Costa Mesa, CA (On-Site)  
START DATE: September 2025

## **ABOUT THE POSITION**

South Coast Repertory (SCR) is seeking an Executive Assistant (EA) to oversee the administrative needs of the Artistic Director and support a joyful and vigorous Artistic staff. This position supports the AD through calendar management, travel coordination, and assisting with the department's clerical operations. A great fit for this role means you enjoy building and refining internal processes to achieve a smooth workflow. The EA supports SCR's mission, strategic goals, and Equity, Diversity, Inclusion, and Belonging core values through their commitment to improving operational efficiencies, building effective communication practices, and providing greater access and transparency to the Artistic Director for SCR staff and the community.

## **ABOUT THE ROLE**

### *Scheduling*

- Input and oversee the Artistic Director's Outlook calendar management, including independently scheduling meetings, lunches, and artistic related activities as requested or received.
- Communicate calendar updates, bookings, and changes to the Artistic Director.
- Reserve meeting locations and arrange room setup needs through Operations department.
- Coordinate lunch and dinner reservations and/or in-house catering for meetings as requested.

### *Organization*

- Complete assigned projects, ensuring organizational goals are achieved, and best practices are upheld based on weekly priorities and upcoming needs.
- Assist with accounting related needs, including monthly credit card reconciliation, check requests, and reimbursements.
- Coordinate Artistic Director's travel and housing in collaboration with the Company Manager and within budget.
- Oversee physical and digital file management for the Artistic Director, the Artistic department, and other season planning documents. Curate and maintain local and national creative team database, i.e., actors, designers, directors, consultants, etc.
- Assist with the creation and distribution of guest artist and actor hiring documents, including engagement forms.
- Coordinate and assemble Opening & Closing Night care items, i.e., cards, gifts, refreshments.
- Assist with Artistic department projects and events as assigned.

### *Communication*

- Serve as a communication hub between the Artistic Director, SCR staff, and the community. Ensure all pertinent information is shared with the Artistic Director in a timely manner.
- Contribute ideas for effective and innovative approaches to organizational and communication practices company-wide and within the Artistic department.
- Attend and participate in All Staff meetings, Expanded Staff meetings, Meet & Greets, and weekly one on one meetings with the Artistic Director.
- Maintain professionalism and strict confidentiality with all materials and conversations.

## ABOUT THE PERSON

*Qualities and skills that best serve an Executive Assistant to the Artistic Director may be:*

- 2-3 years of professional Executive Assistant experience
- Prior experience with a nonprofit organization preferred but not required
- Excellent oral and written communication, organizational, and project management skills
- Ability to handle sensitive information in a confidential manner
- Proficiency with full Microsoft Suite, including Outlook, SharePoint, and Teams, and Dropbox
- Commitment to Equity, Diversity, Inclusion, and Belonging, and enthusiasm to nurture an anti-racist work culture

## CORE VALUE AFFIRMATIONS

The Executive Assistant to the Artistic Director serves as an essential contributor to South Coast Repertory's culture and success by embracing these affirmations:

- **I am a leader.** My actions drive the success of SCR by expanding our impact, building community support, and delivering results for our team. I lead by example.
- **I am a collaborator.** I bring my best, contributing my unique skills fully as we co-create our work. Our interdependent team navigates the unknown together.
- **I am a lifelong learner.** I commit to continuous growth – for myself and of others – by staying current in my field and supporting a culture of initiative and innovation.
- **I serve as a representative of SCR.** I embody SCR's mission, vision, and values in all aspects of work.
- **I am an advocate for an inclusive workplace.** I celebrate the contribution of diverse perspectives. I work to create an environment of safety, support and accountability so everyone can thrive.

## WORKING CONDITION

*Regular tasks of this position may include:*

- Sitting for 5-6 hours at a time
- Extended periods of time working on a computer

## COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with a 2.5% employer match, escalating paid vacation, sick, mental health days and holidays, health benefits including medical, dental, vision, life and long-term disability insurance, complimentary tickets, and paid parking.

## TO APPLY

To be considered, please submit a cover letter, resume, and three references to [jobs@scr.org](mailto:jobs@scr.org).

## ABOUT THE COMPANY

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career, and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards, and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage, and the 94-seat Nicholas Studio.

*SCR is a proud equal opportunity employer, embraces diversity, and is committed to creating an inclusive environment for all employees.*