

Hudson Valley Shakespeare Festival: Executive Assistant (Part-Time, hourly)

Opportunity in Brief

Hudson Valley Shakespeare Festival (HVSF) has undergone tremendous artistic and programmatic evolution in recent seasons under the leadership of Artistic Director Davis McCallum, including the infusion of new and contemporary works for the stage, transfers of HVSF productions to peer theaters, and a major investment in community engagement and art-making initiatives. In late 2019, HVSF was offered 98 acres of land to create its first-ever permanent home and make its next leap forward – from a seasonal festival into a year-round cultural anchor for the Hudson Valley region. The vision for the new campus is centered on cultural placemaking, community engagement, and environmental sustainability, each viewed through the lens of HVSF’s ongoing work focused on belonging, inclusion, equity, diversity, and anti-racism. HVSF is currently in the design phase for its new campus, including a permanent open-air theater designed by the celebrated architecture firm, Studio Gang.

HVSF seeks a highly motivated, skilled Executive Assistant to support the team at this exciting point in the festival’s history. They will help to manage the schedules of the Artistic Director and Managing Director as they build towards HVSF’s future in meetings with staff, Board Members, donors, consultants, and other third parties. This position is heavily clerical, requires precise attention to detail, an ability to think quickly and prioritize tasks, and an ability to maintain a positive attitude and composure under pressure. The successful candidate is someone who multi-tasks and wishes to master minutia in service of the organization’s success. The responsibilities for this position can be executed in a hybrid fashion, balancing both remote and on-site work.

About HVSF

Hudson Valley Shakespeare Festival is a critically acclaimed, professional, non-profit theater company based in Garrison, NY currently operating with a \$3M budget. The festival has established a reputation for lucid, engaging, and highly inventive productions staged in rotating repertory under its iconic, open-air Theater Tent overlooking the Hudson River. In recent years, the festival has also ventured beyond the Tent, touring its work to other venues throughout the Hudson Valley, transferring productions to other theaters, engaging its community through radically participatory art-making, and reaching over 20,000 students and educators annually through its year-round Education programs. Over the years, HVSF’s exuberantly irreverent productions have gained a devoted following. Critics from The New York Times, The New Yorker, and The Wall Street Journal have applauded the clarity, energy, wit, and imagination of our productions, and the unique and playful nature of the actor-audience relationship under the tent. Every summer, over 30,000 friends and supporters come together to enjoy vibrant productions in one of the most unusual and exciting performance venues in the American Theater. In 2021, HVSF was one of the first theaters in New York State to return to in-person programming after a dark season in 2020 due to COVID, with a production of James Ijames’ *The Most Spectacularly Lamentable Trial of Miz Martha Washington*. In 2022, HVSF moved to a spectacular new 98-acre home in Garrison, and welcomed audiences to productions of Anne Washburn’s *Mr Burns: A Post-Electric Play*, *Romeo & Juliet*, and Madeline Sayet’s *Where We Belong*.

At HVSF, inclusion is one of our core values. We are committed to dismantling oppressive practices and advancing the work of anti-racism throughout our entire organization. HVSF’s regular updates regarding the company’s work towards a more equitable future can be found here: [An Update on Our Anti-Racism Commitments & Actions – HVSF](#)

The Hudson Valley Shakespeare Festival operates on the unceded territory of the Lenape, Munsee, and Wappinger people, what is colonially known as Philipstown, New York. HVSF gratefully acknowledges their stewardship of this land in the past and present.

HVSF Mission Statement

Rooted in the landscape of the Hudson Valley, with the plays of William Shakespeare as our touchstone, HVSF engages the widest possible audience in a theatrical celebration of our shared humanity.

HVSF Vision

We are a classical repertory theater that embraces the present moment, and our work springs from the most essential of elements — actor, audience, language, and landscape. As both a local community hub and a national arts destination, we foster meaningful human connections at the convergence of nature and culture.

HVSF Core Values

Excellence, Inclusion, Generosity, Playfulness, Sustainability

Executive Assistant Job Description

The Executive Assistant will be an integral part of the HVSF team with primary responsibility for supporting the Artistic Director and Managing Director with key administrative responsibilities. This individual also works with the Executive team, Board Members, General Manager, and Director of Development to facilitate stakeholder relationships and support long-term strategies for the organization.

In addition, the Executive Assistant will:

- Maintain the Artistic Director and Managing Director's calendars, including but not limited to heavy email and phone communication for purposes of arranging and maintaining the schedule, coordination of internal and external conference calls, zoom meetings and confirmation of all meetings with multiple parties.
- Manage and maintain shared institutional calendar in close consultation with senior staff
- Schedule internal and external meetings and appointments for the leadership team
- Conduct research, as assigned
- Prepare correspondence and respond to email and phone inquiries, as assigned
- Work with staff leadership to facilitate communication with HVSF Board of Directors including, but are not limited to scheduling Executive, Finance, Development, Strategic Planning, Equity Diversity and Inclusion, and Nominating Committee meetings, and all Board meetings; and creating agendas and information packets as needed
- Coordinate logistics for Board meetings and events
- Attend all Board meetings and take minutes
- Assist in reconciling Managing Director and Artistic Director's credit card expenses in support of the finance department.
- Preparing correspondence for key donors and other stakeholders when appropriate
- Assist in fundraising and donor cultivation efforts and events
- Maintain administrative systems in relevant areas, including board, donor, and ticket database and files

- Support HVSF events – virtual and in-person during the season
- Provide general support to Artistic Director and Managing Director including but not limited to small tasks and requests appropriate to the workplace
- Other duties as assigned

Qualifications and Experience

The Executive Assistant must:

- Demonstrate 1-2 years experience in administration or related fields
- Have a high level of confidence with managing the technology of hybrid & remote work, including but not limited to Google calendar, Zoom, Doodle, etc, and comfort setting up/troubleshooting hybrid meeting technology.
- Have an aptitude for maintaining multiple clear lines of communication in a fast-moving work environment.
- Possess excellent organizational, written/oral communication, and interpersonal skills
- Demonstrated experience in working with volunteers and donors
- Possess the ability to multitask and stay focused, with keen attention to detail, particularly in contact management, correspondence, and scheduling duties
- Be graceful and diplomatic in maintaining various business relationships
- Demonstrate strong writing, editing, and proofreading skills.

Terms and compensation

This is a part-time, hourly position, which may require the ability to work nights and weekends. A competitive hourly wage will be commensurate with skills and experience, with an estimated range of \$20-\$25/hour for an estimated 20 hours per week. All HVSF staff are working in a hybrid fashion with some flexibility for remote work, balanced with the expectation for all team members to have an on-site presence in the office. All staff members at HVSF are required to be fully vaccinated against COVID19.

Start date: ASAP

Instructions to Apply

HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from people of color and women. Candidates from populations underrepresented in the theater field are strongly encouraged to apply.

Please submit a cover letter and resume via email to jobs@hvshakespeare.org, with the subject line "Executive Assistant 2023"