



Assistant to the Artistic Director

Position: Assistant to the Artistic Director

Status: Not Exempt

Department: Production/Marketing

Part-Time, hourly

Reports To: Chief Executive & Artistic Director

To Apply: [Click Here](#)

Position Summary: The Assistant to the Artistic Director provides high-level assistance and administrative support to the Artistic Director, supporting a wide range of activities, including marketing, scheduling, social media, casting, production, and more. The successful candidate will be an excellent communicator with strong organizational skills. They will demonstrate a keen interest in music and theater and thrive in a varied role which requires the ability to successfully work autonomously. In addition to the Artistic Director, this position also works in concert with the Artistic personnel and Managing Director on additional assignments, as needed.

Essential Job Functions:

- Help manage the flow of correspondence for the Artistic Director, organizing replies and drawing attention to matters for urgent attention.
- Carry out research including sourcing data and researching information as it relates to programming and creatives.
- Provide administrative and secretarial support, including drafting correspondence, and assisting with scripts and scores.
- Provide support to the production team, as needed.
- Maintain an awareness of industry updates, productions, and attend productions to represent the AD when requested.
- Coordinate and proofread copy for communication pieces including emails, social media, print assets.
- Provide support maintaining MTH's marketing and Social Media calendar.
- Coordinate and communicate updates of MTH's website with web developer.
- Support in maintaining MTH's physical and digital signage.
- Basic photography, documenting important events
- Support and collaborate with other MTH team members on a project by project basis, as needed.

Essential Qualifications:

- Accountable, dependable, with the ability to successfully work autonomously
- Caring, considerate, and collaborative
- Strong administrative and organization skills, with a high-level of computer literacy and experience of the Google Suite package and email systems
- Highly organized with the ability to prioritize and work on multiple tasks
- Excellent attention to detail
- Strong communicator, with an approachable manner when dealing with a wide range of staff and Artists at all levels
- Ability to thrive in a schedule that occasionally includes evenings and weekends
- Excellent time-management with a proven ability to prioritize and meet deadlines while managing a busy workload
- A passion for music and theater

Desirable Qualifications:

- Experience in written content creating, social media, digital marketing.
- Experience in graphic layout, photoshop/canva
- Photography, videography, editing
- Experience with data entry and email marketing platforms such as MailChimp, DotDigital, Constant Contact
- Familiarity with professional unions such as AEA, SDC, USA
- Knowledge of musical theater and American popular music

Compensation and Benefits: \$16 - \$19 hourly, commensurate with experience. A hybrid work environment, complimentary tickets, Simple IRA 3% match.

Music Theater Heritage (MTH) is an innovative and imaginative professional performing arts organization – dedicated to the appreciation and historical understanding of the American Theater and its contributions to our culture. MTH is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender identity, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

How to apply:

Send letter of interest, resume and reference list to:

Tim Scott, Chief Executive & Artistic Director by emailing tim@mthkc.com, subject line "Assistant to the Artistic Director"

No phone calls, please.