



EXECUTIVE ADMINISTRATIVE ASSISTANT

THE ROLE: As the Executive Administrative Assistant you will provide comprehensive support to the leadership team (Executive Director and Artistic Director), and the Development Officers, assisting with development activities and general operations. This role is crucial in ensuring the efficient functioning of the organization by managing administrative tasks, coordinating events, and supporting donor relations and other development efforts. You will report directly to the Executive Director and be an integral part of the organization's core staff.

THE COMPANY: Children's Theater of Madison (CTM), is dedicated to sparking imagination and building community through the creation and experience of theater. For over 58 years, CTM has been part of the cultural fabric of South-Central Wisconsin, providing exceptional theater productions and educational programs for youth and families. Inclusion is a core value at CTM, and creating an inclusive workplace and work culture is essential. To learn more about us, click [HERE](#).

WHAT YOU'LL BE DOING:

- Provide administrative support to the Leadership Team, including managing calendars, scheduling meetings, and handling correspondence.
- Assist Development Officers with donor database management, ensuring accurate and up-to-date records.
- Assist with coordinating meetings and events, including logistics, communications, and follow-up activities.
- Support the preparation and submission of grant proposals and reports.
- Assist with the development and execution of fundraising appeals and campaigns.
- Prepare and edit documents, reports, and presentations for the Leadership and Development teams.
- Perform other duties as assigned by Leadership and Development teams to support the overall operations and development functions of the organization.

WHO WE ARE LOOKING FOR:

- Experience in an executive assistant or administrative role; experience in a nonprofit setting a plus.
- Strong organizational and multitasking skills, with excellent attention to detail.
- Proficiency in Google Suite, Microsoft Office, calendar platforms, and database software.
- Effective time management skills and resourcefulness.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Self-motivated with the ability to work both independently and as part of a team.

WHEN AND WHERE WILL YOU WORK? This 30 hour per week schedule is typically Monday through Friday with the ability to create a flexible schedule within that timeframe. It has on-site work requirements at

the Madison Youth Arts Center (MYArts) and occasional work-from-home options. There is bicycle parking onsite; numerous nearby bus routes; street and garage parking. This role can be physically active at times and should be capable of lifting up to 25 lbs. Reasonable accommodations may be made.

WHAT YOU WILL RECEIVE: This is a part-time, hourly position, \$25.64/hour, at 30 hours/week. Benefits include 8 paid floating holidays, and 75% of full-time PTO for vacation, sick, and personal leave. Health insurance is an option, with a 30% employee monthly contribution. Plus, you'll work with a great team of creative people!

TIMELINE / APPLICATION PROCESS:

- Applications will be reviewed as they are received.
- For best consideration, apply by August 15, 2024; interviews will begin August.
- We hope to have the position filled by early Fall.

HOW TO APPLY: Send the following to Allen Ebert, Executive Director at employment@ctmtheater.org with the subject line "Executive Administrative Assistant".

- Work Experience or Resume that reflects your qualifications for this position
- A letter of interest or video describing your experience as it relates to this position, and what excites you about the opportunity.

Children's Theater of Madison is proud to be an equal opportunity employer.