



POSITION DESCRIPTION EXECUTIVE COORDINATOR

POST DATE: January 25, 2023
STATUS: Full-time permanent, non-exempt.
SALARY: \$50,500 annually

Ars Nova seeks an ambitious Executive Coordinator who is a thoughtful communicator with exceptional attention to detail and excellent organizational skills. Reporting jointly to the Founding Artistic Director and Producing Executive Director, the Executive Coordinator will ensure smooth operations of the executive offices, managing multiple concurrent deadlines, priorities, and personalities.

Ars Nova exists to discover, develop and launch singular theater, comedy and music artists who are in the early stages of their careers. We are the stomping ground and launching pad for visionary and adventurous artists to create new work. We strive to build the next generation of audiences for live entertainment by prioritizing a zeitgeist-forward aesthetic and marrying it with accessible ticket prices. Some of our acclaimed work includes: Heather Christian's "Best of 2022" (New York Times, NY Mag, New Yorker) *Oratorio for Living Things*, the Lortel Award-winning "Outstanding Musicals" *Rags Parkland Sings The Songs Of The Future* and *KPOP* (Broadway 2022), Obie-award-winning and international touring *Underground Railroad Game*, and the Tony Award-winning smash-hit *Natasha, Pierre & The Great Comet of 1812*.

Ars Nova recognizes both that it is a predominantly white institution and that our institutional practices have historically led to the exclusion of people of the Global Majority from our team. We are actively working to become a more diverse, anti-racist, inclusive organization; please see our commitments and progress towards these objectives [HERE](#). We hope candidates from the Global Majority will accept our invitation to apply.

KEY PURPOSE OF POSITION/GOALS:

The Executive Coordinator will serve as the point person for two high-volume executives who oversee a wide range of artistic and administrative personnel and projects, supporting an executive office focused on setting and executing short- and long-term goals for the organization as well as aligning day-to-day operations with those goals, through management and partnership with Ars Nova's Leadership Team.

SPECIFIC RESPONSIBILITIES AND COMPETENCIES:

The responsibilities, competencies and expectations outlined below are representative, not exhaustive. Responsibilities may shift as needed to best align with organizational needs.

ADMINISTRATIVE SUPPORT

Manage the logistical aspects of the day-to-day of both offices, maintaining confidentiality and discretion while ensuring all internal and external business affairs are handled professionally and efficiently. Including:

- Creating and maintaining executive schedules through calendar and contact management;
- Answering, screening, and logging correspondence;
- Preparing and managing in-person and remote meetings;
- Attending meetings as necessary, creating agendas, taking notes, and ensuring follow-through on tasks resulting from these conversations;
- Creating and maintaining show coverage schedule, including ticket booking & correspondence;
- Reconciling expense reports.

PROJECT SUPPORT

Assume project-based work related to the Executive Team's priorities; Facilitate communication and workflow between the Executive Team, Ars Nova's Staff and Board and other key stakeholders. Including:

- Keeping track of Executives' major donor portfolios and moves management in consultation with the Development team;
- Liaisoning with the Board of Trustees as requested, facilitating a weekly newsletter, keeping track of major life events and milestones, and ensuring consistent and considered communication between the Executive Team and their partners on the Board;
- Prioritizing executive work requests, troubleshooting competing deadlines and demands;
- Tracking and executing assigned action items on the Executive team's behalf;
- Completing special projects as assigned, which have included serving as administrative lead on long-term management projects, such as the strategic planning process, organizing and participating in artistic long-range planning, and researching and reporting on issues impacting the field.

ARTISTIC & PRODUCING TEAM SUPPORT

Supporting the Executives' work in overseeing Artistic and Producing activity for the organization. Including:

- Taking on assigned tasks that aid in the Executive Office supporting Ars Nova's Artistic and Producing Teams. This may include tasks and projects such as managing house seat requests; coordinating work with artists, partners and other cultivation efforts, research and peer data collection, etc.

- Serving as a point person and coordinator for event overhire staff whom the executives are engaged with, including facilitating collaboration and communication between Ars Nova- and project-specific-staff; fielding and appropriately routing varied and extensive information, requests and questions; and managing discrete projects including task delegation and status reports.

ABOUT YOU:

- You have 1-2 years of training and/or experience as an assistant or coordinator (or transferrable/equivalent);
- You are a self-motivated, determined, positive-thinker with a proactive work ethic who is able to anticipate needs and “manage up”;
- You have excellent written and oral communication skills;
- You are infinitely discrete and capable of holding heavy information gracefully;
- You are a creative problem solver, adaptable to new responsibilities and retain new information quickly;
- You are focused, naturally differentiate between noise and news, and can stay on target while juggling multiple daily, weekly, monthly deadlines;
- You share our commitment to anti-racism and creating and maintaining an inclusive environment, are excited about joining our efforts to make Ars Nova a more just and equitable place to work and make work, and have the ability to interact effectively with people of different cultures and socio-economic backgrounds.

BONUS IF :

- You are already comfortable representing Ars Nova, its mission, programs, and core values to the broader community;
- You have experience as a Stage Manager, Director and/or aspire to be a Producer;
- You have experience with a not-for profit arts, creative, or forward-thinking organization;
- You have copy-editing experience and are adept at writing in multiple tones and voices;
- You are fluid with Google Suite and have a comfortability with project based software, specifically Asana;
- You have a passion for theater, for artists of all stripes, and love connecting communities to each other and to live entertainment.

We know there are great candidates that may not have all of the qualifications listed above but possess intuitive knowledge or other fully transferable skills. If that’s you, don’t hesitate to apply and tell us about yourself.

ABOUT THE POSITION:

This is a non-exempt, full-time position based in NYC with a starting annual salary of \$50,500. Ars Nova aims to compensate fairly and competitively within the not-for-profit entertainment industry, and on a transparent level salary system within the organization; our FY23 Fair Pay Guidelines are available [HERE](#) . Benefits include health and dental insurance, an open and unlimited

vacation policy, an Employee Assistance Program offering confidential counseling, legal support, work-life solutions and the like, opt-in 403B, FSA, and TransitChek plans, and more. Ars Nova is based in NYC and offers a flexible work schedule and remote/in-person hybrid work space.

Please note that Ars Nova currently uses a hybrid work environment. However, this position will require onsite, in-person activity (including some evenings, weekends and holidays), so the applicant should intend to reside in the greater NYC area.

Ars Nova requires all employees to be fully vaccinated against Covid-19. Religious and medical exemptions to vaccination will be provided in accordance with New York State public health laws.

APPLICATION INSTRUCTIONS:

Please submit a resume and a personal statement. Ditch the “cover letter” and speak from the heart about what excites you about this work. While we ask that resumes be submitted in written form, we invite applicants to submit their Personal Statement via a written piece, audio or video recording – whatever form best supports your self-expression.

Submission link: <https://form.asana.com/?k=pAcl1kAuezWxM3kM5LuZSg&d=75190075101323>

In order to help maintain an equitable process, please do not submit unsolicited candidate recommendations. For process or technical questions, please email jobs@arsnovanyc.com.

HIRING PROCESS:

Applications will be reviewed on a rolling basis until the position is filled, so we encourage you to submit as soon as possible. Each application will be reviewed by Renee Blinkwolt, Producing Executive Director and Jason Eagan, Founding Artistic Director. Selected candidates will have an initial interview over phone or Zoom with the Culture & Community Director, and finalists will have an in-person conversation with several members of the Ars Nova team, including Jason and Renee. Additionally, finalists may request a meeting with members of our affinity group for members of our team who identify as people from the Global Majority if that perspective would be helpful to them. References will be requested and checked prior to an offer being made. We are hoping the Executive Coordinator will join our team in March.