

POSITION TITLE:	Management Assistant
REPORTS TO:	Producing Director and General Managers
WORK SCHEDULE:	Full time/40 hours a week – Monday to Friday; some evenings and weekends required.
WORK LOCATION:	Los Angeles
STATUS: (Exempt/Non-Exempt):	Non-Exempt
COMPENSATION:	\$24.00 - \$25.00/hrly equivalent to \$49,920.00-\$52,000.00 annualized
BENEFITS STATUS:	Eligible
DEPARTMENT:	Management

ABOUT THE COMPANY

At Center Theatre Group, we believe theatre creates an extraordinary connection between artists and audiences. As one of the nation's most influential non-profit theatre companies, we provide the broadest range of theatrical entertainment in the country at the Ahmanson Theatre, the Mark Taper Forum and the Kirk Douglas Theatre. Whether it's producing new work through our robust artistic development programs or engaging people of all ages and backgrounds across Los Angeles through our community and education programs, we put theatre at the center of it all.

Center Theatre Group commits to creating a safe space where access, belonging and a positive workplace culture are rooted in all levels and aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences in order to ensure that everyone has access to our work onstage, behind the scenes and in the community.

POSITION SUMMARY

The Management Assistant works closely with the Producing Director, General Managers, Company Managers, and applicable CTG Departments to assist in managing presentations and productions at Center Theatre Group's Theatres, as well as providing support for the Producing Director, Management Department, and engaging fully in the varied functions performed by Center Theatre Group's Management Team.

PRIMARY RESPONSIBILITIES

- Under the primary direction of the General Manager-Presentations, assist in the Settlement preparation for Ahmanson Theatre presentations.
- Provide "on-the-ground" information and support to visiting Company Managers for presented productions as needed and coordinating information from visiting productions to CTG staff, including, but not limited to, providing visiting artist welcome information, coordinating parking passes and security lists, opening night coordination, providing copies of local CBA's, and coordinating with Music Center Security and House Management regarding show content details.

- Serve as a ticketing liaison for the Ahmanson and other guest productions on matters related to ticket sales and audience experience, including, but not limited to, the following areas:
 - Coordinate with the Artistic, Marketing, and Education & Community Partnerships departments regarding the distribution of tickets to non-profit community partners as they become available for Ahmanson productions.
 - Manage House Seats for Ahmanson productions and facilitate House Seat purchases for Broadway productions as available.
- Support the General Managers and Company Managers to create, review, and manage contractual paperwork for the Center Theatre Group.
- Provide support to the Producing Director and other members of the Management Department on administrative functions including but not limited to meeting scheduling, business travel coordination, credit cards reconciliation, generating check requests, and preparing correspondence.
- Assist in the arrangement for local housing & transportation, hospitality and other Company Management needs for Presentations and Productions as contractually required.
- Provide support to CTG Company Managers for all CTG produced productions as needed.
- Prepare and track CTG's Broadway investment fund, including distribution of investment returns, and communicate updates to key CTG stakeholders.
- Research and provide analysis and information to the Producing Director and General Managers as requested.
- Demonstrate an ongoing commitment to ensuring that access, belonging and a positive workplace culture are rooted in all levels and aspects of our work.
- Other duties or projects as assigned.

Center Theatre Group provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

QUALIFICATIONS

- Microsoft Office and Windows 365 proficient.
- Fundamental familiarity with basic accounting practices and willingness to develop accounting skills.
- Well-organized and exceptional attention to detail.
- Ability to work independently, coordinating and prioritizing multiple tasks and deadlines.
- Ability to communicate and collaborate with people that are mixed across lines of differences such as race, gender-identity, sexual orientation, religion, ability, age, class and immigrant status.
- Strong Interest in pursuing a career in Arts Management.

MINIMUM REQUIREMENTS

- Previous office experience with a preference for theatre company work.
- Ability to sit, type and work at a computer for extended periods of time.
- Ability to lift, carry 20lbs.
- Willingness and ability to work 40 hours per week. Flexibility to work overtime as needed.

All employees are required to pass a background check.

In order to ensure a safe and healthy workplace, CTG recommends that all employees stay current with COVID-19 vaccinations and boosters.

COMPENSATION

CTG offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program.

HOW TO APPLY

Tell us why you are the ideal person for this job.

Please send your resume and cover letter to managementjobs@ctgla.org. Please be sure to include the position title in the subject line of the email. Due to the heavy volume of resumes received, emails that do not include the job title in the subject line of the email may not be considered. In the cover letter, please indicate how you became aware of this position, e.g., name of website, current employee, other source.

No phone calls please. We will contact qualified individuals to set up interviews.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any other basis prohibited by law. CTG will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance.