THEATRE ASPEN

Artistic Associate & Board Coordinator

Theatre Aspen, the award-winning professional theatre company located in the heart of the Colorado mountains, is accepting applications for a full-time Artistic Associate & Board Coordinator to join our team. Situated in one the most beautiful destinations in the world, Theatre Aspen is the region's most celebrated theatrical institution and has been a fixture of the community for over forty years, attracting a long litany of renowned performers.

The person in this role provides executive and administrative support to the Producing Director and Director of Artistic Planning, serves as the primary contact for the Board of Trustees and its committees, and supports artistic planning across the organization. This is a central position on a small leadership team, with daily contact with staff in every department, trustees, donors, and artistic partners. The ideal candidate has a deep passion for theatre, a working knowledge of both commercial and nonprofit theatre, and an interest in learning as they go.

This position may be based in New York City or Aspen, CO. If based in NYC, the person in this role will be in residence in Aspen from May 15 through September 15, with housing provided by Theatre Aspen at no cost. Candidates based in Aspen should expect some flexibility in work hours to accommodate the time difference with New York City, and occasional travel to New York.

BOARD OF TRUSTEES AND COMMITTEES

- Serve as the primary contact for the Board of Trustees and its committees, including Executive, Finance, Development, and Long Range Planning.
- Develop the annual meeting schedule with the Producing Director and Executive Producer, and manage all aspects of each meeting, including invitations, agendas, pre-read packets, slide decks, minutes, and follow up.
- Communicate with trustees, consultants, and outside partners on behalf of leadership.

EXECUTIVE SUPPORT

- Maintain the Producing Director's calendar, coordinating meetings with staff, trustees, consultants, and outside partners.
- Prepare materials and presentations for leadership meetings, and coordinate travel between Aspen and New York City.
- Track spending on the Producing Director's company card, keep receipts, and reconcile monthly statements.
- Act as a first point of contact for leadership, frequently interacting with every department, the board, and donors.

ARTISTIC PLANNING AND PRODUCTION SUPPORT

- Support the Director of Artistic Planning and the Producing Director with season planning, including research, scheduling, and maintaining planning documents.

- Assist the Producing Director with the recruitment, auditioning, and hiring of the apprentice company, which includes multiple visits to colleges and universities in the winter and spring for recruiting, auditions, and interviews.
- Assist with planning meetings for mainstage productions and special events, including scheduling, distributing scripts and materials, and follow up.
- Support artistic programming for the apprentice and education programs as assigned.

STAFF COORDINATION

- Take and circulate action items from the weekly Management and Education meetings, and track them to completion.
- Schedule and support recurring cross department meetings.
- Draft correspondence for leadership, including board communications and event invitations.
- Other duties as assigned or requested, which may include event staffing and attending performances.

QUALIFICATIONS

- A Bachelor's degree or equivalent experience
- Excellent written communication skills and phone etiquette
- Extremely organized, with sharp attention to detail and the ability to manage competing priorities
- Discretion with confidential board, donor, and financial information
- Proficient in Microsoft 365 and Google Workspace, and comfortable building presentations and scheduling across time zones
- Interest in learning as you go
- Valid driver's license preferred

COMPENSATION AND BENEFITS

Salary range for this full-time position is $58,000 to $63,000 plus extensive benefits. Benefits include health, vision, dental, and life insurance, with Theatre Aspen paying 100% of employee coverage beginning after 30 days of employment, and a 401(k) beginning after six months of employment. If based in NYC, housing in Aspen is provided at no cost from May 15 through September 15. Some weekend and evening hours are required.

To apply, please send resume and cover letter to resumes@theatreaspen.org with the subject "**Artistic Associate**".

Theatre Aspen understands that the work to create equitable theatre on and offstage is never done and we pledge to continually pursue equity, diversity, inclusion, and accessibility in our hiring, casting, education, and performance practices. Theatre Aspen is an Equal Opportunity Employer, committed to a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.