

GOODSPEED MUSICALS, a two-time Tony Award-winning LORT theater in East Haddam, CT, seeks an Executive Assistant to provide support and administrative assistance to the Managing Director and Artistic Director of the organization. The successful candidate will be able to begin by June 1, 2021. Primary duties consist of managing travel, schedule, and phone/email support for Managing Director and Artistic Director; scheduling, organizing, and recording Board and Board Committee meetings; maintaining comprehensive corporate records; and handling sensitive and discreet matters in support of the Executive Office. Qualified applicants will have 2+ years of work in an office/administrative position; demonstrated ability to plan and manage multiple priorities with strict deadlines; and the ability to behave professionally, discreetly, and patiently in a fast-paced environment. Salary is between \$18-22/hr, DOE, starting part-time, non-exempt, with possibility of shifting to full-time, non-exempt. For the full job posting, please visit www.goodspeed.org/about/career-opportunities.

Please send cover letter, resume, and professional references to jobs@goodspeed.org. Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment and is proud to be an Equal Opportunity Employer. Women, non-gender-binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are STRONGLY encouraged to apply!