

Learning and Engagement Assistant

DEPARTMENT: Learning and Engagement

REPORTS TO: Director of Arts Engagement and In-House Casting

LOCATION: La Jolla, California on the beautiful campus of the University of California, San Diego

FLSA STATUS: This is a full-time, non-exempt (hourly) position, eligible for a full array of benefits including health insurance and 403(b) retirement plan

COMPENSATION: \$15.00-\$15.50 per hour (DOE)

HOW TO APPLY: Submit a cover letter and resume to resumes@ljp.org

ORGANIZATION OVERVIEW

La Jolla Playhouse is internationally renowned for creating some of the most exciting and adventurous work in American theatre. Founded in 1947, the Playhouse is now a not-for-profit, professional theatre in residence on the University of California, San Diego campus. Its mission is to advance theatre as an art form and as a vital social, moral and political platform by providing unfettered creative opportunities for the leading artists of today and tomorrow. The Playhouse's brilliant and innovative productions of classics, immersive projects, new plays and musicals have merited over 300 major honors and 35 Tony Awards, including the 1993 Tony Award for America's Outstanding Regional Theatre. These works include *The Who's Tommy*, Billy Crystal's *700 Sundays*, the Pulitzer Prize-winning *I Am My Own Wife*, *Memphis* and international sensation *Jersey Boys*.

La Jolla Playhouse will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.

We encourage applicants with a unique perspective inclusive of race, color, religion, familial status, gender identity or expression, sexual orientation, national origin, age and physical ability to apply. We are committed to diversity in all areas of our work, on and off stage. La Jolla Playhouse is an Equal Opportunity Employer (EOE), and all qualified applicants will receive consideration.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

STATEMENT OF JOB

Working closely with the Learning and Engagement Coordinator, the Learning and Engagement Assistant will be responsible for providing administrative support to the Learning and Engagement (L&E) Department including management of departmental files, contracts and calendars, and event support.

ESSENTIAL JOB DUTIES

ADMINISTRATIVE SUPPORT:

- Attend Departmental, Learning Committee, and Playhouse Leadership Council meetings and take meeting notes.
- Process Parking Permit orders.
- Reserve the spaces for all Learning and Engagement events.
- Create and process check requests for L&E Dept.
- Process Office Supply orders.

EVENT SUPPORT:

- Create event postings, inserts, and programs.
- Schedule all theatre facility tour requests and conduct tours as needed.
- Conduct theatre and facility tours as needed.
- Assist in the coordination of the Young Performers (YP@LJP) programs, including event registration, processing payments, preparing orientation materials, event setup, and providing customer/parent support.

CASTING & BOOKING SUPPORT:

- Create, manage and print day-of documents for casting sessions (schedules, signs, auditor forms, sign-in sheet, actor info sheets, etc.).
- Serve as audition monitor and/or reader as needed.
- Serve as camera operator for callbacks.
- Work with L&E Coordinator to troubleshoot issues and support booking process as needed.
- Track site data from stage management reports.

REQUIREMENTS & PROFICIENCIES

- Bachelor's degree from an accredited college or university with general administrative and organizational work experience, or equivalent combination of education and experience.
- Knowledge of, experience in, and a strong passion for theater.
- Excellent writing skills, oral communication skills and presentation skills.
- Organized and flexible.
- Ability to interact in an effective and professional manner with a wide variety of people.
- Proficient in Microsoft Office: Word, Outlook and Excel. Experience with Tessitura and social media a plus.

Updated 4/30/2021