

WOW General Management Assistant

DEPARTMENT: General Management

REPORTS TO: Assistant General Manager

LOCATION: La Jolla, California on the beautiful campus of the University of California, San Diego (May work remotely; must reside in CA or NY)

CLASSIFICATION: This is a part-time, seasonal, non-exempt (hourly) position

COMPENSATION: \$17.00 per hour

HOW TO APPLY: Submit a resume to resumes@ljp.org. Please include in the subject line: "WOW GM Asst"

ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 105 world premieres, commissioning 60 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits *Come From Away*, *Diana* and *Memphis*, all directed by Ashley; *The Who's Tommy*; the Pulitzer Prize-winning *I Am My Own Wife*; and *Jersey Boys*.

Without Walls (WOW) productions offer a dizzying array of interactive and site-inspired theatre. Full of diverse offerings, WOW shows have one thing in common – they are an invitation to reimagine what theatre can be through intriguing and playful experiences. WOW performances take place outside the confines of a traditional theatre, whether in the backseat of a car, on a basketball court or completely virtually! Since its inception, Without Walls has become one of San Diego's most popular and acclaimed performance series, delighting critics and audiences alike.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

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STATEMENT OF JOB

The WOW General Management Assistant is primarily responsible for assisting the Assistant General Manager in administrative tasks for LJP's annual Without Walls Festival, including drafting, negotiating and tracking agreements for companies, venues, and vendors; communicating with artists; coordinating visa applications; assisting with insurance needs; and processing payments.

The position is seasonally part-time, non-exempt, may be remote in the state of California or New York and is not eligible for benefits. The typical schedule for this position will be regular weekday hours November 2021 – April 2022.

ESSENTIAL JOB DUTIES

- In collaboration with the Assistant General Manager, draft and revise artist, venue and vendor agreements.
- Assist with, and track, the visa applications for international artists.
- Assist the WOW Producer and Assistant General Manager in evaluating insurance needs.
- Track all contracts and coordinate their associated timely and accurate payment.
- Assist in Vendor negotiations.

REQUIREMENTS & PROFICIENCIES

- 1-3 years professional experience in Arts Administration or equivalent.
- Ability to read and interpret information from legal documents.
- Demonstrated computer skills including G-Suite, Adobe, and Microsoft Office.
- Demonstrated creative judgment, excellent problem-solving skills and attention to detail.
- Excellent time management skills.
- Working knowledge of contract drafting.
- Ability to work within specific deadlines and adapt to changing priorities as well as attend to numerous projects concurrently.
- Excellent communication and interpersonal skills.
- Passion for the arts – and more specifically, theatre!
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment.

Updated 11/5/21