

Executive Assistant & Board Liaison

POSITION SUMMARY

Compensation: \$ 58,000

Location: Hartford, CT (in person)

Supervisory role: No

Department: Administration

Reports to: Managing Director

Status: Full-time, Non-Exempt (40 hours per week)

Benefits: Medical and Dental Insurance, Flexible Spending Accounts, Voluntary Life Insurance, 401k, Paid Vacation and PTO



Who we are

Located in the vibrant heart of Hartford, Connecticut, Hartford Stage stands as a beacon of creativity and cultural enrichment serving nearly 50,000 people a year across Connecticut and southern Massachusetts. As one of the premier resident theaters in the United States, we captivate audiences with a rich tapestry of world drama, from timeless classics to daring new productions and rediscovered gems of the past.

Who we're looking for

We're seeking a highly organized, thoughtful, and proactive professional who thrives in a busy organization. The ideal candidate is an exceptional communicator and problem-solver who can anticipate needs, manage competing priorities, and bring a high level of care and attention to every interaction. The right candidate will be comfortable interacting with a wide range of people, able to shift seamlessly between detailed administrative work and high-level coordination, and excited to play an integral role in supporting the leadership and governance of a vibrant cultural institution.

The position we're filling

As the **Executive Assistant & Board Liaison** you will provide high-level administrative and organizational support to Hartford Stage's Managing and Artistic Directors. You will be the central coordinator for Board operations while also supporting key administrative functions that ensure smooth day-to-day institutional operations.

What you'll be doing

Executive Assistant

- Providing daily administrative support to the Managing Director
- Scheduling and providing administrative support to a variety of departmental and organization-wide meetings and activities
- Coordinating a wide variety of external communications, e.g. responding to requests both internal and external
- Drafting correspondence on behalf of the Managing and Artistic Directors
- Collecting, sorting, and distributing daily mail across the organization
- Working on special events as needed, including attending and assisting in coordination as necessary
- Providing administrative support for special projects and cross departmental initiatives
- Reconciling Managing Director expenses & receipt management

Board Liaison

- Serving as the primary point of contact for all Board member activities and communications
- Managing all communications to the full board including but not limited to scheduling of meetings, regular updates, social events, etc.
- Board and committee meetings; set-up room and technology for virtual and in person meetings, prepare as well as distribute agendas, materials, and minutes ; managing RSVP's
- Maintaining Board rosters, contact lists, and orientation materials
- Coordinating Board cultivation, stewardship, ticket concierge, and special events in collaboration with External Relations
- Coordinating with External Relations to support accurate recordkeeping in Tessitura for Managing and Artistic Directors
- Overseeing Board expense budget in coordination with the Managing Director

What you bring

Excellence in:

- Verbal and written communication
- Detailed administrative work
- Interaction and relationship building with the Board of Directors as well as with many people external to the organization
- Time management, prioritization, ability to work independently
- Experience with, or ability to learn and use, Tessitura
- Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
- Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Bonus points:

- Multilingual
- An interest in/or knowledge of the Hartford area
- Passion for supporting the arts

What we bring

- A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
- An invitation to contribute to a team of talented and collaborative individuals committed to a Tony Award-winning legacy
- A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
- A unique opportunity to make an impact in the field and in the Hartford community

Please email your letter of interest and most current resume to hr@hartfordstage.org.

The priority application deadline for this position is October 23, 2026. Applications received by this date will receive priority consideration. While we will still accept and consider applications after this date, we encourage you to apply as early as possible for the best chance of being considered for the position. Please note that meeting the priority deadline does not guarantee an interview.