

## **Executive Assistant to the President & CEO/Executive Producer**

### **Job description**

No Jive Productions Inc, **Executive Assistant to the President & CEO/Executive Producer** responsibilities for its upcoming 2006-2007 tour of "His Double Life". This individual must have great communication skills. Must be familiar with the operations of a theatrical play. This individual will assist in all day to day operations and handle all memos, written correspondence, proof read, screen emails and telephone calls to all areas of operations. This person must be able to multitask as well as be familiar with Microsoft Words, DOS, and Windows XP. Coordinate travel arrangements, answer calls and emails, manage their personal accounts, create/update presentations on PowerPoint, work on Excel spreadsheets, manage expense reports, take notes in meeting, able to handle highly confidential information, follow through on pending item, provide high level customer service, write thank you letters, proposal, able to read, and write.

#### **Skills Requirements**

- Excellent communication skills
- Professional Typing/Writing skills
- Must be familiar with Microsoft Word, Microsoft Publisher, Excel, Windows XP and PowerPoint
- Able to coordinate and organize various events.
- Being able to constructively carry out various duties.
- Being able to effectively supervise others
- Maintain Professional attitude and appearance
- Must be a BIG TEAM PLAYER
- Able to adapt to change well
- Comfortable speaking to all levels of management
- Highly organized, thorough and pays attention to detail
- Must be able to write and speak English fluently.
- Must be able to keep the team spirit alive.
- Be a leader and the final arbitrator.

If idle time should occur, the employee is expected to take the initiative in assisting other departments with certain duties as assigned by the executive producer or producer.

<b>Position Type:</b>	Part-time
<b>Estimated Salary:</b>	Open
<b>Travel:</b>	Yes
<b>Under Contract:</b>	Yes
<b>Phone Calls:</b>	No

<b>Mail Resume to:</b>	No Jive Productions Inc Attn: Human Resources Job Code: HDL-AA PO Box 170767 Miami, FL 33017
------------------------	----------------------------------------------------------------------------------------------------------

<b>Or email:</b>	<a href="mailto:jobs@nojiveproductions.com">jobs@nojiveproductions.com</a>
<b>Immediate Supervisor:</b>	Executive Producer, Producer

Note: The job description above may be changed at anytime with or without notice