

Executive Assistant (Part-Time)

Sunset Playhouse, Elm Grove, WI

Reports To: Executive Managing Director and Artistic Director

Schedule: 10–15 hours per week (flexible schedule)

Compensation: \$18/hour

About Sunset Playhouse

For more than 60 years, Sunset Playhouse has been a cornerstone of arts and entertainment in southeastern Wisconsin, producing high-quality theatrical productions, educational programs, and community engagement opportunities.

Position Summary

As Sunset continues to grow and evolve, we are seeking an organized, proactive, and collaborative Executive Assistant to support both the Executive Managing Director and the Artistic Director. This role requires strong administrative skills and communication management.

The ideal candidate is detail-oriented, organized, technologically proficient, and excited to contribute to a creative and mission-driven environment.

Key Responsibilities

- Coordinate meetings, prepare agendas, track follow-up items
- Draft, edit, and organize correspondence, presentations, and other documents
- Assist with payroll
- Prep and organize contracts, maintaining communication and following up with contractors
- Maintain vendor profiles including tax forms, personal information, and payments
- Maintain confidential files and records
- Create, organize, and maintain spreadsheets, reports, and databases, including financial documents and reports
- Assist with compiling information for board meetings, fundraising efforts, and sponsorship programs
- Enter and pay bills, following up with vendors when necessary
- Assist with follow-up communications and outreach as directed

- Update the website, including show dates and information
- Create Marla Eichmann Studio Theater rental contracts and follow up as needed
- Maintain/organize the archive room and financial documents

Qualifications

- Previous experience in administrative support, executive assistance, office management, arts administration, or a related field preferred
- Strong proficiency in:
 - Microsoft Excel
 - Microsoft Word
 - Google Workspace (Docs, Sheets, Drive, Calendar)
 - CRM Software (Patron Manager preferred)
- Excellent organizational and project management skills
- Strong written and verbal communication abilities
- Ability to prioritize multiple responsibilities and meet deadlines
- Discretion and professionalism when handling confidential information
- Ability to work independently

To Apply

Please submit a resume and brief cover letter describing your interest and relevant experience to Executive Managing Director, Ella Walker: ewalker@sunsetplayhouse.com by July 15th.