



Assistant to the Producer / General Manager

Revised 12/17/17

The Assistant to the Producer / General Manager is a full-time, non-exempt position in the Management Office of THE SPEAKEASY. The position is eligible for paid time off, health plan, and other benefits. Travel to other cities may be required. Primary duties include:

EXECUTIVE SUPPORT

- Manage calendar for two producers; schedule meetings, provide reminders
- Manage communications for Producer/GM, including phone, email, and Slack
- Manage priorities and deadlines for Producer/GM
- Manage travel arrangements for two producers
- Attend meetings with Producer/GM, record notes, and complete follow-up actions
- Assist with preparation of presentations

HIRING SUPPORT

- Screen employment applications
- Administer testing instruments and practical exams for job candidates
- Co-ordinate onboarding process, including benefits enrollment
- Co-ordinate performance reviews and exit interviews

INVESTOR RELATIONS

- Manage routine investor communications, including periodic newsletters and event invitations
- Fulfill investor benefits requests, including comp tickets
- Screen investor inquiries and respond when appropriate

BUSINESS OPERATIONS SUPPORT

- Make online purchases and issue checks
- Track government filing deadlines and assist with filings
- Run errands to post office, bank, and other businesses as requested

PRIVATE EVENT / SPECIAL EVENT SUPPORT

- Assist with special event planning
- Co-ordinate Private Event Orders and check for errors
- Provide day-of-event support for Event Manager

SOCIAL MEDIA

- Manage Twitter, Instagram, and Facebook accounts for Producer/GM
- Re-post content on Boxcar and Speakeasy social media accounts

OTHER DUTIES AS REQUIRED