



**Job Description:**

**Program/Department:** Administration/Management  
**Direct Report:** Producing Artistic Director  
**Position:** **Business Administrator**  
**Classification:** Full-Time/Salaried/Exempt/Benefits Eligible

**EAST WEST PLAYERS**

East West Players (EWP) is a nonprofit organization with a mission of producing outstanding works and educational programs that give voice to the Asian Pacific American experience.

**POSITION SUMMARY**

The Business Administrator works with the Producing Artistic Director in managing the staff, theater operations and assisting an engaged Board of Directors in fulfilling the mission of East West Players. The Business Administrator is responsible for the overall management and staff supervision of the non-artistic aspects of the company, including fundraising, budgeting, financial management, contract administration, strategic planning, community engagement, human resources and Board relations.

**TRAITS AND CHARACTERISTICS**

East West Players seeks a committed, proactive, and strong diplomatic thinker, able to help shape the organization's future while providing internal stability and quiet confidence. This individual will possess a passion for Asian American issues and for bringing people together across community lines. In addition to articulating and demonstrating a commitment to the mission, vision, and values of East West Players, he/she will also demonstrate a commitment to and share in East West Players' aesthetic, which is enlightening, educational, innovative, and community-specific. Interpersonal skills must be exceptional. He/She must independently initiate and pursue objectives in an organized and efficient manner, prioritizes activities, maintains level of activity without direct supervision and maximizes team interaction to complete high quality work on time.

**EXPERIENCE AND QUALIFICATIONS:**

At least 5-7 years senior management experience with increasing levels of general management responsibility. Passion for and demonstrable results in an arts, educational, or cultural impact organizations preferred. Excellent verbal and written communication skills with a participatory leadership style in working collaboratively with artistic personnel, staff and volunteers.

Compensation is commensurate with experience.

**COMPENSATION AND BENEFITS**

Competitive based on experience, plus a comprehensive benefits plan including medical, dental, vision and life insurance; vacation, sick leave, personal and holidays.

**APPLICATIONS & INQUIRIES by December 4, 2009**

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