



JOB DESCRIPTION

Management Assistant

Position:	Management Assistant	Status:	Exempt
Department:	Admin	Full/Part Time:	Full-Time
Reports To:	Operations & Rentals Manager	Annual/Seasonal:	Annual
Start Date:	August, 2026	Salary:	\$17.00 - \$18.00 per hour
To Apply:	Click Here to Apply	Deadline to Apply:	July 31, 2026

ABOUT MILWAUKEE REP

Milwaukee Rep is Wisconsin's largest performing arts organization in terms of audiences served and one of the largest professional theaters in the country. Each year, nearly 300,000 people experience a wide range of productions and events, from Broadway musicals and Shakespeare to American classics and World Premieres. At Milwaukee Rep, we value inclusion, innovation, collaboration, and quality. Our team plays an important role in advancing our mission to ignite positive change in our community through the transformative power of theater. We are committed to building a diverse and inclusive workplace and encourage candidates from a variety of backgrounds and experiences to apply. While few candidates will meet every qualification listed, we encourage individuals who are excited about the opportunity and believe they can contribute to our success to apply.

POSITION SUMMARY:

The Management Assistant will play an integral role in the behind-the-scenes workings of an active LORT regional theater. Reporting to the Company Manager and Operations & Rentals Manager, this full-time position will assist in the day-to-day administrative operations of the organization.

Major Duties and Responsibilities include:

Company Management Support

- Assist in acting as a first point of contact for all artists and Emerging Professional Residents (EPRs) upon arrival in Milwaukee
- Help in organizing travel/housing for visiting guest artists
- Help keep Milwaukee Rep's shared community and green room spaces tidy, welcoming, and stocked, and report any facility issues to the appropriate staff
- Provide transportation to/from airport or train station, shopping centers, doctors' offices/hospitals, and other trips as needed
- Assist with company hospitality for all production companies and the organization
- Under the direction of the Company Manager, plans and executes all company-wide celebrations

Assist Operations & Rentals Manager

- Work with reception to ensure they have the most up to date information and provide backup staffing as needed
- Serve as the on-site day-of contact for select rental events, coordinating logistics with clients and 41Fork and escalating issues to the Operations & Rentals Manager as needed
- Help maintain and update the building calendar to ensure accurate scheduling across departments
- Assist in the setting up of computer workstations and troubleshooting IT issues as they arise
- Help prepare spaces for rentals, events, and rehearsals, including room setup/breakdown coordination with facilities staff

Assist Executive Assistant

- Help set up technology for meetings, including video conferencing, presentation equipment, and troubleshooting basic AV issues
- Assist in preparing meeting materials, including printing, assembling packets, and formatting agendas
- Help prepare and set up meeting spaces, including room arrangement and catering coordination
- Additional duties as assigned to assist with general administrative duties within the organization

QUALIFICATIONS:

- Availability to work a schedule that includes evenings and/or weekends, in addition to typical business hours.
- Ability to see, hear, communicate effectively, and lift up to 40 pounds.
- Ability to pass a background check in accordance with state and/or federal laws
- Ability to communicate effectively with a wide variety of people

- Knowledge in Microsoft Office Suite (Outlook, Excel, Word) & Adobe Acrobat
- Demonstrated ability to learn new systems or processes quickly and apply them effectively.
- A passion for theater or the arts preferred
- Ability to process and handle confidential information with complete discretion.
- Valid driver's license and ability to comfortably operate a motor vehicle with passengers

Milwaukee Rep Values Employees Who:

- Communicate well with a diverse group of colleagues
- Demonstrate an aptitude and eagerness to learn new skills and processes when necessary
- Solve problems and engage in creative thinking about challenges individually and in a group environment
- Accept and incorporate feedback
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative
- Demonstrates an understanding of historical and institutional racism in the American theatre and/or a willingness to commit to learning and to the mission, vision, and values of the theater in areas of [Equity, Diversity, and Inclusion](#) efforts both in the workplace and in our community

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium
 Health Savings Account & Health Reimbursement Account
 Flexible Spending Account
 403(b) Retirement Plan

Paid Time Off Package including Vacation Time, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application, Resume, cover letter, and contact information for 2 professional references.
Deadline to apply: July 31, 2026. Applications will be accepted on a rolling basis thereafter until the position is filled. To maintain an equitable process, everyone *must* apply online. Any candidate who requires accommodations to submit an online application should contact careers@milwaukeeep.com

[Submit Application Materials Online](#)

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.