



LE LYCÉE FRANÇAIS DE LOS ANGELES

THÉÂTRE RAYMOND KABBAZ

## **Arts Administrator/Theater Assistant at Théâtre Raymond Kabbaz**

**Type of position:** full time, in-person

**Start date:** immediate

**Hours:** 8:00am to 5:0pm, Monday to Friday. Work schedule aligns with event schedule – flexibility and availability to work evenings and weekends is required. May be required to work a varied schedule of hours, which may include early mornings.

**Salary:** \$25 per hour, non-exempt

**Benefits:** Generous vacation days, employer participation in health insurance, 401k

**Send resume to:** [employment@lyceela.org](mailto:employment@lyceela.org)

### **About**

The Arts Administrator/Theater Assistant is responsible for a variety of tasks related to program administration and communications at Theatre Raymond Kabbaz (TRK), part of Le Lycée Français de Los Angeles.

TRK is a 220-seat theatre that presents theater, music, dance, films, and youth audience programs. Its events bring diverse cultural traditions from across the globe to its stage, enriching the lives of youth, patrons, and artists in the greater Los Angeles area, and beyond. TRK is the only year-round theater in Los Angeles devoted to French language cultures.

Theatre Raymond Kabbaz presents 50-60 events and serves approximately 7,500 patrons per season with educational programs catering to the school community of Le Lycée Français de Los Angeles, and French language/international events serving greater Los Angeles County.

The ideal candidate will be an exceptional communicator, problem solver with both a creative mind and analytical skillset, and passionate about the performing arts.

### **Responsibilities**

#### **Event Marketing & Promotion**

- Maintain and develop communications calendar
- Create print and digital content for newsletters, social media, advertising, and on-site collateral
- Press outreach

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**Théâtre Raymond Kabbaz**  
10361 West Pico Blvd. Los Angeles, CA 90064  
Tel: (310) 286 0553



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- Website updates
- Social Media management
- Communication with institutional partners
- Maintain press, partner, and advertising lists (among others)
- Follow TRK's communications style and tone
- Other duties or projects as assigned

### **Event Management**

- Box Office – assist in managing the ticketing system
- Patron Services – respond to patron phone calls / emails / in-person questions
- Talent coordination – hospitality, fulfil contractual obligations
- Volunteer management
- Event logistics
- Inventory management
- Food & Beverage management
- Other duties or projects as assigned

### **Administration**

- Finance – event reports, budget tracking, submitting and tracking invoices, payments and reimbursements
- Technical – operate light and sound boards, understand light plot and tech riders to advance performances
- Answer phones, update calendars and contacts, maintain lists and office supplies
- Manage the selection of and oversee interns
- Talent coordination: book hotel, air/ground transportation, organize per diems, fulfil contractual obligations
- Other duties or projects as assigned

### **Qualifications**

- Fluent in French and English
- BA/BSc Degree
- 2+ years' administrative experience
- Experienced with Outlook, Microsoft Word, Excel, Powerpoint, Canva. Photoshop/Indesign a plus.



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- Experienced with back-end website management systems (e.g. Squarespace)
- Experienced with mass mailing platforms (e.g. Mailchimp)
- Performing arts industry experience

**Abilities/Skills/Values**

- Superior verbal and written communication skills in English and in French
- Excellent organizational and time management skills
- Exceptional attention to detail
- High levels of honesty, integrity, and discretion
- Ability to communicate effectively with a variety of groups such as senior management, artists, patrons, diplomats, the public, outside vendors
- Ability to actively anticipate and troubleshoot issues
- Ability to maintain composure
- Highly motivated with a sense of humor
- Ability to manage multiple short-term and long-term tasks simultaneously in a constantly changing work environment, with varying degrees of oversight
- Ability to sit, type and work at a computer for extended periods of time
- Ability to lift, carry 30lbs
- Awareness and understanding of the professional theater landscape and theatrical processes

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