

EXECUTIVE ASSISTANT



THE DETAILS:

- Location: Based in St. Augustine, FL – Must be in-person several times a week
- Schedule: Full-Time, Monday–Friday, 10am–6pm + weekend availability during tour season
- Start Date: ASAP, ideally Summer 2025
- Compensation: Competitive—Exact rate TBD based on experience
- Benefits: Health Insurance after 3 months
- **Deadline to apply: June 15, 2025**

READ ON IF:

You are ridiculously organized, tech-savvy, and allergic to the phrase, “That’s not my job.” You’re the kind of person who gets a thrill from color-coding calendars, checking things off to-do lists, and making someone else’s chaos feel like calm. You don’t just survive in a fast-paced environment—you make it look easy. You’re just as comfortable scheduling flights as you are charming a client, and no ball gets dropped on your watch.

This isn’t a stepping stone to Broadway auditions or a side hustle between gigs. This is a full-time, get-your-hands-dirty, be-the-backbone-of-an-elite-dance-brand kind of role. You’ll be working directly with our Director, Braham Logan Crane, and supporting one of the top dance conventions in the country—helping us inspire studios and dancers nationwide.

THE GIG:

We’re hiring an Executive Assistant who lives in or near the Jacksonville, Florida area and can be in-person with our team several times a week. You’ll support day-to-day operations, support high-level planning, help with studio outreach, and be available on weekends during our tour season when last-minute needs arise.

YOU’LL BE RESPONSIBLE FOR:

Executive and Administrative Support

- Protect and manage the Director’s calendar like it’s the crown jewels
- Book travel for staff, artists, and the Director
- Write and edit clear, grammatically perfect emails and documents
- Handle receipts, expenses, basic reporting, and vendor communication
- Support office needs and be ready to put out logistical fires when needed
- Take tasks from “idea” to “executed” with clarity and drive
- Be available during key weekends in the tour season (spring especially!) to support urgent needs

Client Support & Studio Relations (Concierge-Style)

- Connect with our dance studio clients throughout the year via phone and email
- Occasionally support registration or answer questions—always with kindness, clarity, and follow-through
- Encourage and inspire our studio clients to return to ASH events with hospitality-driven communication
- Occasionally brainstorm creative gifts or communications to keep the ASH brand top of mind

Tech & Systems

- Confidently work in Google Workspace, Dropbox, ChatGPT, Zoom, and digital forms
- Assist in creating clear systems, keeping files organized, and ensuring we hit deadlines

EXECUTIVE ASSISTANT

- You don't need to know Trello, but project management and deadline tracking is a MUST
- Able to troubleshoot common tech hiccups and help the Director stay focused on creative work—not why the printer isn't working

WHO YOU ARE:

- Lives near St. Augustine, FL and can work in person several days a week
- Organized to a fault – No detail gets by you, and you don't need or want a babysitter
- Tech Fluent – Comfortable with modern platforms and eager to learn more
- Deadline-Driven – You track projects and move them forward
- Hospitality-Minded – You represent our brand with grace and professionalism
- Calm, Clear, and Creative – Especially when things get wild during tour season
- Not in “performance mode” – We love artists (it's in our name!), but this is a full-time, behind-the-scenes, long-term role—not a performance bridge job

WHO YOU'LL BE WORKING WITH:

Braham Logan Crane – Director of ASH. Check out @artistssimplyhuman on Instagram or visit www.ashdance.com to see the level of excellence we aim for in everything we do.

FINAL NOTE:

This is more than a job—it's an invitation into a mission. We are shaping the future of dance education and performance by giving dancers an unforgettable experience. You'll be at the heart of making that magic happen.

TO APPLY:

Follow these directions exactly (we're watching—attention to detail is part of the gig): Send an email with the subject line: “**EXECUTIVE ASSISTANT – [Your Full Name]**” to tyler@ashproductions.com and attach the following in PDF format:

- A custom cover letter telling us why you're excited about ASH and this role
- One sample of your work (a spreadsheet, project, email draft—something you've created that shows us your magic)
- A detailed resume.

ASH Productions is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities. ASH celebrates diversity and commits to creating an inclusive environment for all employees and subcontractors. The company's goal is to remove barriers to employment that are faced by racialized groups and encourage applicants of all genders, abilities, and ethnic, socio-economic, religious, and educational backgrounds. ASH believes that a team with a variety of perspectives and skills is critical to our growth as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. For further information about ASH, please visit www.ASHDance.com