



Marcus Performing Arts Center Position Description

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| Job Title | Executive Assistant |
| Department | Executive |
| FLSA Status | Non-exempt |
| Employment Status | Full-Time |
| Direct Report(s) | None |

JOB SUMMARY

Reporting to the President/CEO, the Executive Assistant provides administrative support for the President and other members of the Executive Leadership Team., to ensure they can efficiently accomplish MPAC strategic goals and initiatives. This role blends a high level of professionalism and customer service with superior administrative and organizational skills. May provide support to other organization leadership such as Director or Managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage calendar activity, schedules appointments and phone calls, coordinate travel arrangements and support processing of Executive department expenses.
- Opens, reads, and prioritizes electronic and physical mail, and department documents initiating return correspondence as appropriate.
- Prepare or coordinate the preparation of correspondence, forms, reports, presentation materials and other written communications as required.
- Manage activity for the Board of Directors including scheduling, meeting minutes and Board and Corporate documents.
- Plans and organizes the administrative elements and technical support for all Leadership and Staff Meetings, and all center wide meeting events such as Welcome Luncheons. This includes working with communications, IT, facilities, security, catering.
- Supports compliance with governance rules and regulations set in bylaws.
- Maintains discretion and confidentiality in relationships with all executives and board members.
- Perform basic functions of various internal systems including ticketing and venue/event management applications.
- Support Finance Department by stamping, scanning, uploading, depositing center checks.
- Maintain office supplies, equipment, and ensure the workspace is organized and efficient.
- Operate and maintains office equipment (mail machine, printer, photocopier)
- Support the Development Department in donor relations, events, mailings and other development initiatives as needed.
- Provides a bridge for smooth communication between the President/CEO's office and internal departments, supporting credibility and trust with staff at all levels.
- Provide administrative support for the Cultural Ambassador program such as coordination of travel, meetings and onsite logistics.

- Flexible schedule required to provide coverage for critical business situations. Work may be performed outside of normal business hours.

This job describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

EDUCATION & EXPERIENCE

- Minimum five (5) years executive administrative experience or equivalent.

KNOWLEDGE, SKILLS & ABILITIES

- A commitment to the arts and arts education
- Appreciation of diverse perspectives, and a commitment to the organization's initiatives regarding racial equity, diversity, and inclusion (REDI)
- Excellent organizational skills, including exceptional accuracy and attention to detail
- Highly developed written and verbal communication skills
- Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy, all while maintaining standards of professionalism for the organization in the areas of confidentiality, teamwork, timely and effective communications, enforcement of company policies, and standards of customer service.
- Motivated, organized, resourceful, and creative self-starter who is able to manage multiple projects and changing priorities on a tight deadline.
- Proficient in MS Office Products, especially Outlook.
- Proven ability to manage multiple outstanding tasks and/or projects.
- Proven ability to work under pressure while maintaining composure and a pleasant demeanor.
- Ability to be appreciative of diverse perspectives, and a commitment to support the organization's racial equity, diversity, and inclusion (REDI) initiatives

WORK ENVIRONMENT / JOB SPECIFICATIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily performs work in an office environment. While performing this job the employee is required to sit and operate, handle, or touch objects, tools or controls. Occasionally move around the office and access or use computers office equipment, and any other pertinent supplies, space or equipment used to perform the duties of the position. Work with frequent interruption. The position requires extensive close vision. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch.

The noise level in the work environment is usually quiet.