



## Montalvo Employment Opportunity

**Job Title:** Executive Assistant – (.8FTE, salaried, exempt)

Montalvo Arts Center is seeking an Executive Assistant (4 days per week) to serve as the liaison between the Executive Director and the senior staff, as well as other staff; the Board of Trustees; donors and patrons.

Under the supervision of the Executive Director, the Executive Assistant is responsible for overseeing all day-to-day operations related to the Director's Office, handling a diverse and far-ranging number of administrative, clerical, and business details. The Assistant independently, diplomatically, and effectively handles matters, and serves as spokesperson for the Director as appropriate.

The Executive Assistant must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people and programs. The Assistant is in ongoing consultation with the Executive Director and department heads regarding various Art Center matters; and serves as staff liaison to the Board of Trustees, handling administrative and clerical matters for the Board, including drafting minutes, preparing agendas, preparation for meetings.

**Responsibilities include, but are not limited to:**

- Primary telephone and personal contact on behalf of the Director; answer or forward Director's e-mail in his absence.
- Maintain Director's calendar and schedule appointments as needed.
- Draft and handle correspondence for Director as necessary.
- Coordinate and schedule meetings with Board of Trustees, staff, community members, other constituencies.
- Serve as liaison between Director's Office and other departments, staff, Trustees, patrons, and arts community.
- Record/track all expenses related to Director's office – bill coding and filing; signatory for Director's expenses.
- Make Director's travel arrangements, itineraries, and trip expense reports; arrange for travel reimbursements and honorarium payments.
- Research and coordinate information for Director as needed; research and prepare graphic materials, PowerPoint presentations for meetings, lectures.
- Serve as primary liaison between Director's Office and the Board of Trustees, and coordinate trustee activities including:
  - Draft notes for Director for Board meetings, lectures, and public appearances
  - Draft notes for Board President for Board meetings; assist Board President with meeting preparations as needed
  - Coordinate Trustee Board meeting logistics and equipment arrangements/needs
  - Compile and complete minutes of meetings
  - Coordinate other Trustee committee meetings; prepare agenda and materials, attend meetings as requested and take notes
- Provide other assistance to the Executive Director as required.
- Attend weekly and monthly staff meetings, and other meetings, as required.

**Education, Skills and Experience:**

- 3-5 years' experience supporting the work of an executive – preferably in a non-profit environment.
- Strong personal interest and background in contemporary art highly desirable.
- Must have strong written, oral, and interpersonal skills.
- Must be professional in demeanor and feel comfortable interacting effectively with a wide range of people and communities.
- The ability to interact with staff in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.
- Ability to organize, prioritize, budget, and schedule time effectively.
- Experience successfully creating and/or modifying processes.
- Ability to multi-task multiple projects and priorities.
- Must be skilled in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)

**Working Conditions & Physical Tasks:**

- Typical office environment; requires the ability to remain seated at a computer workstation for extended periods. Some job functions may be performed outdoors. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl. The employee may lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
- Must be able to work evenings and weekends as needed.
- Telecommuting offered one day a week.
- Local travel is required; must have a valid driver's license and access to own vehicle and clean DMV record.

**Benefits:** Montalvo offers a comprehensive benefits package that includes medical, dental and vision insurance; FSA; and 401(K) retirement plan.

To apply, submit a cover letter summarizing your skills and experience related to the position, your resume, salary requirements, and a Montalvo Arts Center employment application to Human Resources via email at [hr@montalvoarts.org](mailto:hr@montalvoarts.org). Resumes without cover letter will not be considered. No phone calls about the position, please. Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at [montalvoarts.org](http://montalvoarts.org).

Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.