



Executive Assistant, Advancement

The Music Center is one of the largest and most highly regarded performing arts centers in the country. As L.A.'s premier performing arts destination, The Music Center convenes artists, communities and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The non-profit performing arts organization has two divisions: The Music Center Arts (TMC Arts) and The Music Center Operations (TMC Ops). TMC Arts, The Music Center's programming engine, provides year-round programming inside The Music Center's four theatres, on Jerry Moss Plaza, outside at Gloria Molina Grand Park—a 12- acre adjacent green space—and in schools and other locations all over Los Angeles County. TMC Arts presents world-class dance with Gloria Kaufman Presents Dance at The Music Center, free and low-cost public concerts and events, as well as K–12 arts education programs. TMC Ops manages the theatres, the Plaza and Grand Park on behalf of the County of Los Angeles. The Music Center is also home to four renowned resident companies—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

Position Summary:

The Executive Assistant (EA) will provide high level support to the Senior Vice President (SVP) of Advancement with daily functions and projects of the Advancement Office. Reporting to the SVP, the EA will manage the SVP's calendar, manage projects, coordinate meetings, coordinate travel, and be responsible for internal and external communications with all stakeholders, and interface with the fundraising team and Board of Directors.

Reports to the Senior Vice President (SVP) of Advancement.

Key Responsibilities:

- Maintain and manage the SVP's daily, weekly, and monthly calendar including but not limited to assisting with planning of activities in anticipation of the SVP's needs
- Ensure calendar is accurate and current
- Assist with managing the calendar function for Advancement office when assigned and as needed
- With the SVP, respond to internal and external stakeholders phone calls, emails and other correspondence
- Greet visitors in a guest service fashion, directing them appropriately; assists callers and visitors with resolving their needs utilizing available resources as necessary
- Interface with board members, donors and other VIPs on behalf of the Senior Vice President
- Coordinate travel
- Schedule meetings as well as handle all logistical needs for the SVP and other Advancement staff as assigned
- Tracks and monitors status of pending items; provide follow up as necessary; meet deadlines
- Plans and coordinates all meetings hosted by Senior Vice President, including scheduling, reminders, catering, and other logistics, and gathering and developing meeting materials.

- Takes meeting minutes and prepares them in a timely manner for approval and distribution.
- Organizes staff development events and activities including holiday parties and staff workshops.
- Reviews, prioritizes and distributes all incoming correspondence to Senior Vice President as well as general departmental correspondence including board reports and acknowledgement letters.
- Provides clerical support to Senior Vice President and prepares correspondence, reports and PowerPoint presentations.
- Serves as Advancement office administrator by developing and overseeing computer and paper records, tickler and filing systems; coordinates and determines equipment and software needs and ensures maintenance and repair.
- Organizes special services for VIPS including parking, arranges for campus tours, books conference rooms for meeting with the President and other requests.
- Orders stationery supplies and equipment; ensures that all office machines are properly supplied with paper and toner; oversees the ordering of kitchen supplies; assists in developing and recommending departmental policies and procedures.
- Processing invoices, expense reports, and other accounting documents
- Serves as liaison between Senior Vice President and other department staff communicating information, schedules, assignments, priorities and requests, and serves as a communication link between senior management and executive staff and others
- Work with Founders and Marketing teams to organize Advancement department, and occasionally executive offices, complimentary ticket requests and seat holds for all dance engagements
- Performs other related duties as assigned or requested
- Work evenings and weekends as needed

Qualifications:

- Bachelor's Degree
- 5+ years of experience in an Executive Assistant role supporting a senior role; EA experience in an Advancement office a plus
- Knowledge of MS Office suite including email, OneDrive, and Teams
- Exceptional interpersonal abilities and communication skills to interact effectively and diplomatically with respect towards all levels of staff.
- Ability to establish and maintain effective working relationships.
- Exceptional oral and written communication skills
- Detail oriented and meticulous
- Ability to prepare presentations and meeting materials.
- Basic math skills
- Ability to work effectively as part of a team or independently as required.
- Handle confidential and sensitive situations and information with discretion, diplomacy, and tact.
- Successfully applies basic philosophical guidelines to complex, multi-faceted problems with thorough attention to detail.
- Ability to set and maintain priorities amid fluctuating workload and dynamic priorities.
- Expert level of skills operating personal computer hardware and general office equipment.

Vaccination Policy: The Music Center requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated against COVID-19, receiving either the primary 2-dose or 1-dose vaccine. At the Music Center, fully vaccinated is defined as 14 days after receiving the second dose of the 2-dose vaccine (Pfizer or Moderna) or 14 days after receiving the 1-dose vaccine (J&J). Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

SALARY RANGE: \$61,000 – \$75,000 annually

This is a full-time, exempt position. The weekly administrative schedule is 35 hours per week, approximately 9-5 M-F, with adjustments to accommodate special events and activities. Compensation package includes medical, dental and vision plans, welfare benefits, generous paid vacation and sick days, and 401(k) plan with employer contribution.

To apply, please click [here](#).

Please submit a cover letter and resume. Incomplete submissions will not be considered.

Equal Opportunity Employer