



## **EXECUTIVE ASSISTANT TO SENIOR VP OF ADVANCEMENT**

The Music Center is one of the largest and most highly regarded performing arts centers in the country. As L.A.'s performing arts destination, The Music Center has long been at the forefront of presenting innovative and critically acclaimed programs and events. With four iconic theaters and four renowned resident companies – Center Theatre Group, the LA Master Chorale, the LA Opera, and the LA Philharmonic – and recognized for its illustrious dance programming, Glorvya Kaufman Presents Dance at The Music Center, The Music Center is a destination where audiences find inspiration in the very best of live performance, as well as nationally recognized arts education and free and low-cost arts engagement experiences. With The Music Center On Location, the non-profit performing arts organization brings events and activities to locations outside of its Downtown Los Angeles campus. The Music Center also programs and manages Grand Park, a 12-acre adjacent greenspace, with year-round free programming.

The **Executive Assistant** provides senior level administrative and operational support to the Senior Vice President of Advancement.

The position works under direct supervision on generally varied, at times task-oriented, and/or project-oriented areas; demonstrates knowledge of the organization, policies, and procedures by making routine administrative decisions and exercising independent judgment. Maintains frequent contact with executive management, internal staff, and various volunteer groups on behalf of the Senior Vice President of Advancement.

### **DUTIES AND RESPONSIBILITIES INCLUDE:**

#### **Key Responsibilities:**

The Executive Assistant is responsible for assisting the Senior Vice President of Advancement in all functional aspects.

The position will encompass a variety of tasks including, but not limited to: answering calls, scheduling meetings, managing calendar, coordinating travel, planning meetings and preparing materials, edit and proof executive management correspondence and communication, interfacing with the fundraising team and the Board of Directors as well as participating in various ad-hoc projects.

- Maintains Senior Vice President's calendar, making all necessary changes to ensure that the calendar is accurate and current; also contribute and manage the calendar function for the advancement department when assigned and as needed.
- Provides customer service by greeting visitors and directing them appropriately; assists callers and visitors with resolving problems including coordinating for resolution with other staff and departments, as necessary.
- Provides on-going public relations service on Senior Vice President's behalf with visiting board members, donors, and other VIPs.

- Schedules, meetings and makes travel arrangements for Vice President handling all logistical issues and may handle same functions for other Advancement staff when assigned and as needed. Tracks and monitors status of pending items and follows up (in person, email, or phone) as needed.
- 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.
- 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.
- Also oversees the collection and processing of weekly employee timecards and leave notices.
- Performs routine bookkeeping tasks such as reviewing, coding and processing invoices, preparing and processing various accounting documents such as Senior Vice President's expense report.
- Organizes special services for VIPS including parking, arranges for campus tours, books conference rooms for meeting with the President and other requests.
- 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.

**REQUIREMENTS AND QUALIFICATIONS:**

- High School diploma is required, undergraduate degree is preferred.
- 3 to 5 years administrative and/or project management experience.

- Exceptional interpersonal abilities and communication skills to interact effectively and diplomatically with respect towards all levels of staff including being a good listener; ability to establish and maintain effective working relationships.
- Exceptional writing and proofreading skills; ability to prepare presentations.
- Ability to work effectively as part of a team or independently as required; ability to take instructions and follow through with instructions.
- Skilled in handling confidential and sensitive situations 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, word processing, spreadsheet and database software and general office equipment.
- Must be willing and able to work overtime and weekends as needed.

**SALARY:** Commensurate with experience: this is Full-Time, Non-Exempt/Hourly position. compensation package includes health and welfare benefits, paid vacation and sick days, 401(k) plan with employer contribution.

#### **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 no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center's Human Resources Department for a copy of the vaccination policy. In addition, effective January 17, 2022, all employees of The Music Center who are required to be vaccinated for COVID-19 under The Music Center's COVID-19 Policy shall be required to timely obtain and show proof that they have received a booster within the timeframe recommended by the CDC.

#### **HOW TO APPLY:**

Interested applicants, please submit a cover letter, resume, 3 writing samples, and salary expectation to: email [jobs@musiccenter.org](mailto:jobs@musiccenter.org) or fax (213) 972-0721.

**INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.**

**EQUAL OPPORTUNITY EMPLOYER**