

Montalvo Employment Opportunity

At Montalvo Arts Center, we strive to continually develop a welcoming environment where all people have a sense of belonging and find enrichment through the arts. We seek to build bridges locally and globally. We invite you to join us.

We are in search of an Executive Administrative Assistant to oversee all day-to-day operations related to the Executive Director's Office, handling a diverse and far-ranging number of administrative, clerical, and business details. Strong candidates will be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people and programs.

The Executive Administrative Assistant is in ongoing consultation with the Executive Director and department heads regarding various Art Center matters. The role serves as a liaison between the Executive Director and the senior staff, as well as other staff; the Board of Trustees; and the many outside constituencies with whom the Executive Director communicates and interacts.

Responsibilities include, but are not limited to:

- Primary telephone and personal contact on behalf of the Executive Director; may answer or forward email in their absence.
- Maintain Executive Director's calendar and schedule meetings and appointments.
- Draft and handle correspondence for Executive Director as necessary.
- Coordinate and schedule meetings with Board of Trustees, staff, community members, other constituencies.
- Serve as liaison between Executive Director's Office and other departments, staff, Trustees, patrons, and the arts community.
- Record and submit all expenses related to Executive Director's office – bill coding and filing.
- Make Executive Director's travel arrangements, itineraries, and trip expense reports; arrange for travel reimbursements.
- Research and coordinate information for Executive Director as needed; research and prepare graphic materials, PowerPoint presentations for meetings.
- Serve as primary liaison between Executive Director's Office and the Board of Trustees, and coordinate Trustee activities including:
 - Draft notes for Executive Director for Board and Executive Committee meetings.
 - Coordinate Trustee Board meeting logistics, technical requirements, onsite set-up and equipment needs. Compile and complete minutes of Board meetings.
 - Coordinate other Trustee committee meetings; prepare agenda and meeting materials, attend meetings as requested to take notes and compile minutes.
- Manage/distribute organization mail.
- Provide other administrative support to the Executive Director as required.

The ideal candidate will have the following qualifications:

- 5+ years' experience supporting the work of an executive – preferably in a non-profit/arts 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 constituencies.
- 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 highly skilled in Office365 (Word, Excel, PowerPoint, Outlook, etc.). Experience with Tessitura a plus.

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.
- 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, generous PTO, Flexible Spending, EAP and Elder Care benefits, and a 401(K)-retirement plan with an employer match.

Compensation Range: Salary: \$70,000.00 - \$75,000.00 per year

To apply, please submit a cover letter and resume summarizing your skills and experience related to the position – send to: hr@montalvoarts.org. Resumes without cover letter will not be considered.

The position is open until filled. Applicants will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be contacted or offered an interview.

For more detailed information about Montalvo Arts Center visit our website at www.montalvoarts.org. Montalvo Arts Center is an Equal Opportunity Employer.