



Administrative Assistant to President and CEO & Board Liaison

Description of Position and Requirements

This position will provide a variety of complex administrative and logistical support to the President and CEO of The Arts Council (and to select other senior staff of The Arts Council, as requested by the President and CEO), and will serve as liaison between the administrative staff and the Board of Trustees of The Arts Council (the “Board”) and office manager. Principal responsibilities will include the following:

- Producing and coordinating extensive correspondence, reports and other written materials from the President and CEO.
- Organizing, scheduling and coordinating meetings and other events for the President and CEO with numerous Arts Council constituents, arts organizations, government officials, civic leaders, the media and others in the community, as well as with Arts Council staff.
- Coordinating all aspects of the logistics for meetings of the Board and all Board committees – i.e., scheduling meetings, preparing notices to Board or committee members, assembling and distributing meeting materials, keeping and preparing minutes of meetings, and responding to technical queries from Board or committee members.
- Organizing and maintaining records generated by the President and CEO, the Board or Board committees.
- Managing (including procuring and stocking on a timely basis) the various supplies and accessories required to support the Arts Council’s offices and work spaces.
- Being a team player who assists other staff members, as reasonably requested from time to time, for the good of the order.

A qualified candidate for this position must have strong interpersonal, communication and organizational skills and proficient skills in the following areas: attention to detail; multi-tasking and establishing priorities; utilizing the Internet for research; and the Microsoft Office Suite programs including Outlook, Word, Excel and PowerPoint and Adobe Acrobat.

The person must be committed to striving for excellence; curious about and willing to learn new things; discrete and able to maintain confidentiality; courteous and diplomatic; and a team player with a sense of humor who gets along well with others, regardless of position. Passion for the arts is required, and preexisting knowledge about The Arts Council would be a benefit; but, the latter is not a requirement.