



Organizational Position Description

Position Title: Executive Assistant to the President & CEO

GENERAL INFORMATION

Department: Executive Support & Administration

Title of Immediate Supervisor: President & CEO

Best Consideration Date: August 28, 2020

Closing Date: Position Open Until Filled

Hours: Part-time 20 hrs. per week, Mon-Fri (4 hours per day)

Rate of Pay: \$21-\$23 per hour

About Washington Performing Arts:

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and dance.

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events in myriad performance venues and neighborhoods, Washington Performing Arts engages international visiting artists in community programs and introduces local artists to wider audiences. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs.

Our achievements have been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the D.C. Government. We have now embarked upon our second half-century, ever-inspired by the motto of our founder, Patrick Hayes: "Everybody in, nobody out." Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

Organizational Diversity:

Washington Performing Arts prizes the diversity of the organization at every level—from programmatic content to composition of its board and staff—and is continually striving to better diversify its staff.



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Diversity Statement

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation. Minorities, Women, Protected Veterans, and Individuals with Disabilities are encouraged to apply.

POSITION INFORMATION

Position Summary/Purpose:

Washington Performing Arts is seeking a thoughtful, experienced, results-oriented, and congenial executive assistant with well-honed communication competencies (verbal and written), organizational skills, excellent judgment, and forward thinking. The Executive Assistant will partner with the President & CEO, but will also work with the Chief Philanthropy Officer on intersecting development-related projects and priorities. The work is detail oriented and time sensitive, and the Executive Assistant will need to be adaptable, timely, measured in manner, sensitive both to the priorities and circumstances of the moment, and an adept problem-solver. The Executive Assistant will also need to be an exceptionally clear written and oral communicator. There will be substantial calendaring, proactivity, and project management skills required on behalf of the President & CEO and Chief Philanthropy Officer, with whom the Executive Assistant also collaborates. The work will be done remotely at least through January 2021, with eventual return to the downtown D.C. office when it is safe to do so.

The Executive Assistant responsibilities include:

Essential Duty #1: Management and Organization of President & CEO's Calendar, Communications, Documents, and Reports: 50%

- Schedules and organizes meetings (and, when it resumes, travel and outside activities) involving multiple participants in a fast-paced environment.
- Maintains the President & CEO's calendar, interacts with the Board of Directors, Junior Board, Women's Committee, as well as partners, artists and managers, peer arts colleagues, civic and business leaders, and with staff in the day-to-day work of the office.
- Answers, reviews, organizes, and responds to phone calls, email, and other forms of communications on behalf of President & CEO as appropriate.
- Anticipates work deadlines and schedules, especially related to the governance structure of Washington Performing Arts.
- Locates and organizes documents stored electronically and in paper files on a continual basis. Provides documents to President & CEO upon request.
- Prepares expense reports for President & CEO and Chief Philanthropy Officer, and manages and tracks expenses through Washington Performing Arts' designated protocols and systems.



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Essential Duty #2: Coordination of Board of Directors Meetings and Documentation Percentage: 25%

- Key liaison in scheduling meetings of the Board of Directors (full, executive, and committee meetings as needed).
- Prepares and equips the President & CEO, Chief Operating Officer & Director of Finance, and Chief Philanthropy Officer by proactively completing material-gathering for Board and Committee meetings they are leading.
- Attend Board and Committee meetings and record, prepare, and finalize Minutes for organizational official records.

Essential Duty #3: Assists in Project Management Percentage: 25%

- Assists President & CEO and Chief Philanthropy Officer in project management (may include some research or design work) and engagement with outside consultants (e.g. for organizational Equity work).
- Assists in the preparation of correspondence, acknowledgements for major donors and constituents, memoranda, charts, tables, and presentations/proposals upon request. Works both independently and as part of a team on projects.

Minimum Qualifications:

- Excellent knowledge of office administration procedures and the operation of standard office equipment, systems, and programs.
- The ability to exercise good judgment and demonstrate poise in a variety of complex situations, with strong written and verbal communication, administrative, and organizational skills.
- The ability to assert and maintain a realistic balance among multiple priorities. A successful candidate must be pro-active, patient, resourceful, and adept at anticipating and pre-empting needs.
- A high level of communicative and interpersonal skills, and the ability to handle sensitive and confidential matters.
- A self-starter, who can be self-directed, manages well through ambiguity, yet consults appropriately.
- Relentless attention to detail in composing, typing, and proofing materials, and to establishing priorities and meeting deadlines.
- The ability to manage multiple projects and interruptions with ease and good humor.
- A strong and proven work ethic, high level of energy, and outstanding organizational skills. Analytic ability to gather and summarize data.
- Proficiency with the Microsoft Office Suite (Word, Outlook, PowerPoint, Excel) and Adobe Pro.



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Essential Capabilities and Preferences

- 5-7 years of administrative experience in the not-for-profit sector is preferred.
- A demonstrated interest and experience in the arts, humanities, or higher education is desirable.

Specific Conditions of Work

- Willingness and ability to work remotely during the pandemic-related office closure, but to return to work when it is deemed safe to do so, at the Downtown D.C. office.
- This position is part-time, 20 hours per week. The ideal candidate would work approximately 4 hours per day Monday-Friday.
- General office environment.
- Availability to work occasional additional hours and non-standard hours (including evenings and weekends) as needed.
- Ability to lift 20 lbs. from time to time

Benefits: This part time position is eligible to participate in Washington Performing Arts 403B retirement savings plan and receive pro-rated paid time off.

How to Apply:

Send cover letter and resume to hr@washingtonperformingarts.org with position title in subject line. For best consideration, please send applications by **August 28, 2020**.

Please note: Applications without a cover letter will not be considered.
