



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Position Title: Scheduling Assistant

GENERAL INFORMATION

Department: Executive Support & Administration

Title of Immediate Supervisor: Special Assistant to the President & CEO

Rate of Pay: \$18/hr, non-exempt

Hours: Part-time, 8 hours per week

Best Consideration Date: Friday, December 2, 2022

POSITION INFORMATION

Position Summary/Purpose:

Washington Performing Arts is seeking a thoughtful, resourceful, and congenial scheduling assistant with well-honed communication competencies (verbal and written, who translates well on and off screen), organizational skills, and excellent judgment. The work is detail oriented and time sensitive, and the scheduling assistant will need to be adaptable, timely, measured in manner, sensitive both to the priorities and to the circumstances of the moment and an adept problem-solver. They will also need to be an exceptionally clear written and oral communicator. There will be substantial calendaring, proactivity, preparation of meeting materials, and project management skills required.

The position is a part time/hourly position that is 8 hours a week. The position is remote with a hybrid option for candidates in the DMV region.

Essential Duty: Schedule Management

Percentage: 50%

- Schedules and organizes meetings for the Executive team and Directors, involving multiple participants in a fast-paced environment.
- Assists in maintains the President and Vice President's calendar.
- Answers, reviews, organizes, and responds to all phone calls, mail, and other forms of communications on behalf of the President as appropriate.
- Anticipates work deadlines and schedules, and provides assistance to members of the Management team as necessary.
- Proactively researches, prioritizes, and addresses incoming issues and concerns pertaining to the President and Washington Performing Arts, including those of a sensitive or confidential nature. Determine and coordinate the appropriate course of action, referral, or response in conjunction with the Special Assistant.



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**Essential Duty: Administrative Tasks
Percentage: 50%**

- Locates documents stored electronically on a continual basis.
- Writes, proofreads, and organizes written documents as needed.
- Assists in the preparation of correspondence, memoranda, charts, tables and presentations.
- Works both independently and as part of a team on projects.
- Maintains consistent and positive professional contact with Board members, donors, and patrons.
- Prepares expense reports and manages and tracks expenses for the Management team as needed.
- Serves as the Special Assistant's right-hand assistant.

Minimum Qualifications & Essential Capabilities

- 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 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.
- Experience in the performing arts or the not-for-profit sector is a plus.

Specific Conditions of Work

- Work will be performed remote.

How to Apply:

- Send cover letter and resume (in attachment format) to hr@washingtonperformingarts.org with position title in subject line.
- For best consideration, please send applications by **December 2, 2022**.



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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 & Inclusion

Washington Performing Arts is committed to diversity, equity, inclusion, and access in all aspects of our work. In keeping with our mission and guiding principles, we seek, represent, and welcome a multiplicity of voices in everything we do from programmatic content to the composition of our board and staff. Accordingly, we seek to build a team that reflects — and meets the needs of — the community we are part of and serve. While we have made important progress, we continue to pursue that goal through intentional, focused learning and action. Hiring a diverse workforce is but one component — we strive to make Washington Performing Arts ever more inclusive, and true to our founder's guiding ethos of "everybody in, nobody out." To gain the maximum benefit from our increasingly diverse team, we wish to make every employee feel welcome and motivated to do their best work. We know that we work better together in service of Washington Performing Arts' mission, because of our differences, not despite them.

Equal Employment Opportunity 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,



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Protected Veterans and Individuals with Disabilities are encouraged to apply. Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.