



Job Description
Executive Assistant/Office Manager
2/2/23

Job Title: Executive Assistant/Office Manager

Department: Administration

Reports to: President & CEO

Job Type: Full Time, Exempt

Salary Range/ Pay Rate: \$45,000-50,000

About The Z:

The Zeiterion Performing Arts Center (The "Z") is a non-profit organization whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

POSITION OVERVIEW

The Administrative Assistant provides high-level administrative support to the President & CEO and to the Vice President of Strategic Advancement. In addition to handling information requests and performing clerical functions, this position deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. This position handles and is exposed to sensitive information regarding staff, board members and donors and must always maintain confidentiality and trust. Independent judgment is required to plan, prioritize, and organize diversified workload. The position is full-time, exempt. Workdays are Monday through Friday and will include occasional evenings and weekends depending on performances and events.

RESPONSIBILITIES:

- Manage communications, schedule, coordinate, attend meetings and record minutes for both senior leadership and Board of Directors
- Establish and manage standard operating procedures for administrative offices
- Collect, sort and distribute mail
- Ensure that all licenses and permits for the organization are current
- Meet and greet visitors, answer and direct incoming phone calls
- Maintain an organized filing system of paper and electronic documents
- Organize and maintain office supply inventory
- Ensure proper operation of office equipment; order maintenance when necessary/troubleshoot malfunction of office equipment
- Maintain file of board meeting and committee agendas and upload to board website
- Manage and maintain communications with vendors and service providers
- Plan logistics for meetings and special events
- Oversee administrative policies within the organization and the office; recommend changes as appropriate
- Maintain strict confidentiality and professionalism in all matters
- Manage multiple priorities simultaneously and demonstrate a high degree of organizational skills and attention to detail
- Other duties as directed

QUALIFICATION REQUIREMENTS:

- Exceptional customer service skills and attitude
- Ability to anticipate needs
- Excellent people skills, ability to get along with a variety of personality types
- Self-directed, time management skills and ability to prioritize
- Proficiency with Microsoft Office products such as Word, Excel, and Outlook
- Must exhibit excellent judgement, professionalism, confidentiality and flexibility
- Ability to work occasional evenings and weekends
- Experience in the arts and/or a passion for The Z's mission

HOW TO APPLY

- Send resume to careers@zeiterion.org.

EQUAL OPPORTUNITY:

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

COVID-19 PROTOCOL:

A full dose COVID-19 vaccine regimen, including booster, is a condition of employment and volunteering for all Z staff, event personnel and volunteers. In a case where individuals fall under a legally covered exemption, that individual should present a qualifying reason for the exemption, in which case The Z will make reasonable accommodations and offer other protocols including regular testing plus mask wearing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges from low to high
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
- The Z is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity