

Executive Assistant (#27023)

Job Description

Department:	Executive Office - Cal Performances
Payroll Title/Code:	Executive Assistant 3 - 7384U
FLSA Status:	Exempt
Percent of Time:	100%
Supervisor's Name:	Jeremy N. Geffen
Supervisor's Title:	Executive and Artistic Director
Personnel Program:	Personnel Policies for Staff Members (PPSM)

Introduction

The mission of Cal Performances is to inspire, nurture, and sustain a lifelong appreciation for the performing arts. Cal Performances, the performing arts presenter and producer of the University of California, Berkeley, fulfills this mission by presenting, producing and commissioning outstanding artists, both renowned and emerging, to serve the University and the broader public through performances and education and community programs. For more information about Cal Performances, please visit: <http://calperformances.org/>

The Executive Assistant reports to and provides high level administrative support for the Executive and Artistic Director of Cal Performances. The EA operates with a high degree of autonomy based on a thorough knowledge of the Director's priorities, goals, and timelines. The incumbent manages the Executive Office, handles complex scheduling, arranges meetings with campus partners as well as arts management and industry professionals, coordinates communications and meeting materials as needed, plans and administers all logistics for some special events, arranges travel and all logistics related to travel for the Director, works on projects requiring confidentiality and discretion.

The Executive Assistant also serves as liaison to the Board of Trustees, working closely with Development and members of board leadership throughout the year, particularly during the performance season from September through May.

Responsibilities

70% Executive Office Support

Oversees and ensures the efficient daily administrative operations of the Executive Office. Handles administrative details on a variety of matters including, but not limited to;

- Complex calendaring and meeting coordination with Cal Performances' Senior Leadership as well as with campus partners and industry professionals.
- Manages the Executive meeting calendar; understands the requirements of the Director, prioritizes issues according to urgency; allocates time appropriately.
- Attends meetings as requested by the Director, prepares relevant meeting materials, documents meetings and provides meeting minutes.
- Maintains a cohesive online filing system for the Executive office.
- Monitors and prioritizes emails, answers phones.
- Makes complex travel arrangements for the Director as they arise.
- Processes and monitors all travel and entertainment reimbursements for the Director, providing exception memos as necessary.
- Participates in the development and implementation of efficient and effective organizational systems; manages information, projects and communications.

- Serves as a strong liaison between the Director and University administration, high-level donors, agents, artists, staff, and others. Stewards important relationships; assists individuals (UC officials, artists, agents, diplomats, donors) on behalf of the Director, as necessary.
- Arranges all logistics for special meetings and receptions, including identifying meeting space/venue, caterer, parking, and payment of vendors.

10% Project Management

Manages and monitors projects in which the Director is involved.

- Identifies and gathers relevant data, maintains deadlines, reminds Director of matters that require immediate attention, and offers assistance and analytical support.
- Researches, compiles, analyzes, and summarizes information; provides background information, talking points, reports, and briefing materials for the Director as needed.

10% Board of Trustees Support

Working with board leadership, the Executive Assistant helps facilitate activities of the Board of Trustees including, but not limited to;

- Manages the creation and implementation of the Board of Trustees annual calendar. To include meetings for the Finance Committee, Committee on Trustees, Executive Committee and the Board of Trustees.
- Prepares and distributes all relevant meeting materials, and documents and provides meeting minutes for the Committee on Trustees, the Executive Committee, and the Board of Trustees.
- Plans and administers all logistics for the Board of Trustees meeting locations; securing venues, contracts, insurance, etc.
- Plans and administers all logistics for selected board receptions.
- Updates and maintains all trustee lists.
- Maintains online files providing website access to trustees.
- Procures traditional trustee awards/gifts for departing trustees, compiling and submitting all necessary paperwork and exception memos.
- Serves as liaison for trustees, helping/assisting/working with them on any issue they raise.

10% Communications

- Forwards situations and issues presented by Board members, donors, staff, faculty, and external constituents to appropriate staff members for resolution.
- Responds to inquiries from faculty, staff, students and the public on behalf of the Director.
- Composes and edits written documents for the Director, such as agendas, summaries, reports, letters, directives, and visual presentations.
- Produces meetings minutes as required.

Skills, Knowledge & Abilities

Required Qualifications

- 3-5 years' experience providing high-level administrative support for an executive office.
- Thorough knowledge of campus-specific computer application programs, including the bConnected (Google Suite), specifically Google Calendar, Google Mail, Travel & Entertainment system, CalTime, BearBuy, and others.
- Thorough knowledge of the Microsoft Office suite (Word, Excel, PowerPoint, and Publisher), and Adobe Plus Pro DC.
- Strong familiarity with campus processes, protocols, and procedures.
- Strong verbal communications skills; able to convey requisite information quickly and concisely, and actively listens to information being conveyed.
- Ability to communicate effectively with all staff, campus partners, trustees/donors, and industry professionals; verbally and in writing.

- Excellent writing, editing, and proofreading skills, and other business English and written/composition skills.
- Exceptional organizational and project management skills. Must have great attention to detail.
- Demonstrated ability to manage multiple and sometimes conflicting due dates.
- Must work effectively under pressure. Ability to work within tight deadlines and multi-task within demanding timeframes.
- Exceptional customer services skills with a diverse populations (i.e.; multi-lingual, multi-national, socially diverse).
- Strong skills in analyses and complex problem-solving.
- Able to use and maintain a high-level of discretion and confidentiality.
- Models professional behaviors of conduct and decorum; acts with tact and diplomacy.
- Strong team player; assists others when necessary and appropriate.
- Adaptable to changing situations and priorities.
- Learns new tasks and job assignments quickly.
- Work day potentially requires long hours and occasional weekends.