



# Executive Assistant Success Map 2021

Position Title: **Executive Assistant**

Reports to: **Executive Director**

Direct Reports: None

**Position Description Summary:** The Executive Assistant is a core team member, who provides comprehensive support to the Executive Director, processing all workflow through the Executive Director's office from the various projects within the AcA as well as with external constituencies.

Salary is competitive and commensurate with qualifications, experience, and proven ability. This position may be full time or part time.

## Focus Area #1: Scheduling and Communication

The time of the AcA's executive director is put to maximum utility because meetings, communications, and schedules are clear and prepared in a timely fashion.

### Performance Standards

- The Executive Assistant provides comprehensive support to the Executive Director, processing all workflow through the Executive Director's office from the various projects within the AcA as well as with external constituencies.
- The Executive Assistant provides sophisticated calendar management for the Executive Director, ensuring that the Executive Director's priorities for time allocation across the needs of the AcA as well as solo-projects.
- The Executive Assistant arranges and handles logistics for all AcA meetings involving the Executive Director, for the AcA's Board of Directors and committees, and for the Executive Director's project committees, including scheduling the meetings, collating the agendas, circulating materials, taking notes, and checking in to ensure promised action items are completed before subsequent meetings.
- The Executive Assistant ensures that logistics and materials for the Executive Director's meetings outside the AcA are well organized, including anticipating details for smooth timings, making travel arrangements, and completing expense reports.
- The Executive Assistant will be required to perform duties independently and confidentially and must exercise a high level of judgment and initiative. The Executive Assistant must be able to anticipate problems and critical issues as they arise, providing summary information to facilitate timely responses.
- The Executive Assistant must be able to professionally and efficiently handle correspondence and phone calls in order to determine appropriate action and be enthusiastic about assisting with special projects and events.

## Focus Area 2: Workplace Relationships

AcA has a cohesive team that supports one another and the mission of the organization.

### Performance Standards

- Report to the Executive Director.
- Prepare for and participate in regular staff meetings, committee meetings, and board meetings.
- Participate in meetings with leadership, as requested.
- Assist and collaborate with other staff members and board members, as appropriate.
- Assist with special projects, as appropriate.



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### **Qualifications:**

The ideal candidate will possess:

- At least 1 year of upper administrative professional experience
- Bachelor's degree preferred
- Strong written, verbal, and interpersonal skills
- Demonstrated ability to interact positively with both internal and external constituencies
- Ability to prioritize work with minimal supervision
- Motivated to learn new skills, as needed
- Committed to the mission of the Acadiana Center for the Arts
- Basic knowledge of art appreciation is preferred

Applications should include:

1. a letter that demonstrates the candidate's understanding of the position and how his/her background meets the position criteria;
2. a comprehensive resume;
3. two to three professional references.