



Executive Assistant Success Map 2024

Position Title: **Executive Assistant**

Reports to: **Executive Director, Deputy Director**
Direct Reports: None

Position Description Summary: The Executive Assistant is a member of the AcA executive team, who provides comprehensive support to the Executive Director and Deputy Director, processing workflow for a variety of projects and communications both within the AcA as well as with external constituencies.

This position is part time, at an average of 20-25 hours per week and is paid on an hourly wage. Expected salary is \$15-20/hour, commensurate with qualifications, experience, and proven ability.

Focus Area #1: Scheduling and Communication

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

Performance Standards

- The Executive Assistant provides sophisticated calendar management for the Executive team, factoring in the priorities of the Executive Director and Deputy Director
- The Executive Assistant arranges and handles logistics for all AcA meetings involving the Executive Director and/ or Deputy Director, 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 team's meetings outside the AcA are well organized, including anticipating details for smooth timing, making travel arrangements, and completing expense reports.
- The Executive Assistant serves as a liaison and additional support for the Board of Directors and in ensuring proper steps are taken for board governance, including the scheduling and logistics of meetings, collection and distribution of meeting documents, and the taking minutes during board meetings.
- This role will be required to perform duties independently and confidentially and must exercise a high level of judgment and initiative. Anticipate problems and critical issues as they arise, providing summary information to facilitate timely responses.
- At times, the Executive Assistant may attend meetings with the executive team, taking notes and recording minutes as appropriate.
- The Executive Assistant must be able to professionally and efficiently handle correspondence and phone calls in order to determine appropriate action.
- The Executive Assistant must be enthusiastic about assisting with special projects and events.
- Perform additional duties as assigned by the Executive Director or Deputy Director

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 and Deputy 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.