



Since 2000 The Center for the Arts - a 501(c)(3) nonprofit arts organization - has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi-use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows, and a 90-seat black box theater.

TITLE: Executive Assistant

REPORTS TO: Executive Director

JOB PURPOSE

The Center for the Arts Executive Assistant is a support role for The Center's Executive Director. The Executive Assistant must be able to complete a broad variety of administrative tasks that facilitate the Executive Director's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; and collecting and preparing information for meetings with staff and outside parties.

Candidates in this role will learn about development, fundraising and the curatorial process. The Executive Assistant will also be able to process tickets and assist with subscriptions and ticket exchanges.

DUTIES and RESPONSIBILITIES:

- Assistant to the Executive Director
 - Answer phones and emails in a professional manner
 - Schedule meetings and manage multiple calendars
 - Prepare acknowledgement letters
 - Ensure proper gift tracking
 - Pull reports and assist with presentations
 - Other office duties as assigned
- Liaison to the Board of Directors
 - Respond to all inquiries for Board Members
 - Schedule board committee meetings
 - Take minutes at committee and board meetings



- Programming
 - Learn about programming and become familiar with the process.
 - Programming research as directed.
- Development
 - Assist with correspondence and acknowledgements
 - Ability to prepare proposals and proofread grant applications.

QUALIFICATIONS:

- Outstanding customer service skills; Fund Development experience a plus!
- Outstanding written and verbal communication skills required
- Must be able to multitask and work independently and be a self starter.
- Full comprehension and use of Google Drive and basic computer use
- Practical problem solving
- Ability to use various ticketing programs including PatronManager or Salesforce a plus
- Ability to work collaboratively with a team and take direction as needed
- Ability to thrive and adapt in a fast-paced environment
- Hardworking, creative, and professional, with unflinching attention to detail

HOURS

Part-time

We plan to evaluate and move the position to full-time once events are again performing at full capacity.

TO APPLY

Email cover letter and resume to hr@thecenterforthearts.org.