

dallas **contemporary**

Position

Executive Assistant to the Executive Director

Dallas Contemporary is an arts space that has the privilege of presenting the vanguard of contemporary artistic practice and artistic production through exhibitions, performances, and public programs, which are all equally part of our curatorial mission. We believe that discourse, activity, and the display of art objects work together to advance our understanding of the art of this moment.

As a non-collecting art space—a kunsthalle—DC is able to nimbly navigate the dynamic and uneven places that contemporary art, in all its many forms, might take us, pushing boundaries and challenging viewers to grow their definitions of art while also offering space for beauty and reflection. By virtue of this flexible, generous nature, Dallas Contemporary is at the locus of innovation and interdisciplinary collaboration in the arts, in Dallas and well beyond.

Position Overview:

The Executive Assistant to the Executive Director is responsible for providing comprehensive support to the Executive Director and managing the organization's office operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The Executive Assistant is responsible for coordinating meetings, and providing correspondence for the Executive Director, while planning, executing, and leading special projects as assigned

- Completes 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; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Director, including those of a highly confidential or critical nature. Prioritizes and determines appropriate course of action, referral, or response, exercising judgement to reflect Executive Director's style and organization policy.
- Works closely with the Executive Director and keeps them well informed of upcoming commitments and responsibilities. Acts as a "barometer," having a sense for the

issues taking place in the environment and keeping the Executive Director updated. Anticipates Executive Director's needs in advance of meetings, conferences, etc.

The Executive Assistant is an integral member of the Dallas Contemporary team, reports to the Executive Director, works collaboratively across departments and liaises with patrons, artists, curators, outside vendors, and board members -- they possess a passion for contemporary art, an entrepreneurial spirit, and a self-starting personality.

Responsibilities

- Manage Executive Director's incoming mail; draft, edit, proofread, and send responses/forwards to staff as appropriate. Draft/manage routine correspondence as well as proofs and drafts.
- Review, plan, and organize the Executive Director's schedule including sophisticated calendar management.
- Handle confidential information with absolute discretion.
- Manage interactions with internal and external representatives to coordinate meetings and appointments; and independently handle outside inquiries, meeting requests, and arrangements for conference rooms and audio/visual requirements as necessary.
- Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the Executive Director and staff, demonstrating leadership to maintain credibility, trust, and support with the team.
- Work with the staff to coordinate the Executive Director's outreach activities.
 - Schedule meetings with Board members, potential donors, and sponsors, and prepare materials such as donor packets and materials for review.
 - Follow up on contacts made by the Executive Director to cultivate ongoing relationships.
- Answer and evaluate all incoming phone calls to the Executive Director.
- Conduct research, edit, proof, and prepare background information prior to meetings and public events.
- Prepare PowerPoint and other required presentation materials for Executive Director in advance of meetings and events.
- Prepare Executive Director expense reports, credit card purchase coding and mileage reimbursements.
- Book travel arrangements, including flights, hotels, and rental cars as necessary.
- Coordinate all staff meetings and retreats and assist with staff meetings and events as needed.
- Complete projects by assigning work to appropriate staff on behalf of the Executive Director.
- Manage all aspects of organization's office services.

- Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as organization grows.
- Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization.
- Act as a liaison and provide support to the Board of Directors.
 - Arrange and handle all logistics for Board meetings and events.
 - Schedule meetings.
 - Draft agendas.
 - Develop, compile, and distribute presentation materials.
 - Record meeting minutes on behalf of Board Secretary.
 - Comply with applicable rules and regulations set in bylaws.
 - Maintain Executive Director contact list and list of Board member contacts and committees.
 - Set up and maintain annual schedule for Board of Directors, board committees, and other committees as needed.
 - Organize and maintain Board of Director's document files.
 - Store pertinent and relevant information in shared drive including Board Book, Bylaws, signed member agreements and other general forms.
- Manage information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning.
 - Provide leadership to all levels of the organization to meet their current and future information needs.
 - Supervise IT consultants.
 - Prepare budget recommendations.
 - Assist in managing access to systems and password security.
- Replenish office materials such as snacks, printer supplies, paper, office supplies, etc.
- Provide hospitality to all guests and help to create a welcoming environment.
- Answer main phone line and respond to inquiries.
- Process and distribute daily mail.
- Manage petty cash reimbursements and reconciliation.
- Other projects/duties as assigned by the Executive Director for the overall benefit of the organization.

Qualifications

- Bachelor's degree in arts administration, Marketing, Business, or related field preferred.
- 2-5 years relevant experience.
- Significant executive support experience, including supporting C-level executives.
- Strong interpersonal skills and high degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders and donors.

- Expert proficiency with Microsoft Office Suite, Adobe Acrobat, database management and desktop publishing software; ability to design and edit graphic presentations and materials.
- Ability to effectively communicate using strong written and verbal communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- Ability to use excellent judgement and make appropriate, informed decisions regarding priorities and available time.
- Ability to efficiently manage, prioritize and complete multiple tasks to meet deadlines with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Ability to maintain a high level of integrity and absolute discretion in handling confidential information.
- Expert knowledge of office practices, policies, and procedures.
- Experience developing and managing budgets.
- Technical IT proficiency and problem-solving skills.
- Ability to work in a fast-paced, changing environment and switch gears at a moment's notice.
- Ability to work flexible hours, including evenings and occasional weekends.

Salary

Salary commensurate with experience. This position is a full-time position.

Apply

Interested and qualified candidates should submit a resume and cover letter detailing your relevant background and skills, plus two reference contacts.

Email to: jobs@dallascontemporary.org Subject line: Assistant to the Executive Director

No calls please. Dallas Contemporary is an equal-opportunity employer.