Executive Assistant
Job Description

Department: Executive Office - Cal Performances
Classification: Executive Assistant 3 - 7384U
FLSA Status: Exempt
Percent of Time: 100%
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.

The Executive Assistant reports to the Director of Cal Performances and provides high-level, confidential, executive support to the Director. With a high degree of autonomy and based on thorough knowledge of the Director’s priorities and goals, manages the Executive Office, the Director’s calendar, and special projects involving the Director.

Responsibilities

70% Executive Office Support
Oversees and ensures the daily administrative operations run smoothly for the Executive Office. Handles the administrative details on a variety of matters, including: making complex travel arrangements; tracking travel and office expenditures; scheduling meetings, monitoring & prioritizing emails, answering phones, processing reimbursements, and etc, on behalf of the Director.

Participates in the development and implementation of efficient and effective organizational systems; manages information, projects and communications.

Manages Executive meeting calendar; understands the requirements of the Director, prioritizing issues according to urgency; and allocates time appropriately.

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.

10% Project Management
Manages and monitors projects the Director is involved in, 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.

10% Board of Trustees Support
Manages the creation and implementation of the Board of Trustee annual calendar, including meetings, retreats, social activities, and specified committee meetings. Staffs committees. 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 minutes of meetings, as required.

**Skills, Knowledge & Abilities**

**Required Qualifications**
- 3-5 years experience providing administrative support to a high-level executive, preferably in the performing arts industry.
- Thorough knowledge of administrative procedures and standard office software (Microsoft Office, calendaring, and database skills).
- Strong verbal communications skills; able to convey requisite information quickly and concisely, and actively listens to information being conveyed.
- 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.
- Exceptional customer services skills with a diverse populations (i.e. multi-lingual, multi-national, socially diverse).
- Able to work effectively within tight deadlines and under pressure; able to multi-task within demanding timeframes.
- 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.
- 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.