



Young  
Audiences  
Arts for  
Learning  
Maryland

## **Young Audiences/Arts for Learning Assistant to the Executive Director**

**SUMMARY:** The Assistant to the Executive Director is a full-time position that reports to the Executive Director. Young Audiences/Arts for Learning (YA) is a non-profit arts organization that brings arts education programs into schools and communities across the state. YA has a \$1M operating budget and 5 full-time and 5 part-time staff members. The Assistant to the Executive Director will have the opportunity to assist in a broad array of activities including: programming, fundraising, marketing, and board development.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent organizational skills and attention to detail.
- Strong verbal, written, and interpersonal communication skills.
- Ability to work independently as well as part of a team.
- Self-starter with ability to prioritize and multitask in a fast-paced environment.
- Flexibility and positive attitude.

### **PRIMARY DUTIES OR RESPONSIBILITIES:**

#### **Organization**

- Managing the day-to-day operational and administrative activities.
- Setting and monitoring the Executive Director's daily schedule by arranging appointments, budgeting time, and preparation of meetings.
- Screening correspondence and drafting correspondence on general inquiries for the Executive Director.
- Managing the executive director's files.
- Proofreading documents produced by Executive Director.
- Organizing meetings
- Coordinating recruitment, interview, and orientation process of new staff.
- Making necessary arrangements for staff meetings: drafts agenda, compiles, distributes background documentation, and acts as recording secretary.
- Maintaining and distributing current staff lists and office calendar.
- Act as Intern Coordinator to recruit, hire, and train interns.
- Act as Volunteer Coordinator to schedule and train volunteers of the organization.

#### **Board of Directors/Committees**

- Organizing meetings, including reserving rooms, scheduling meetings times, and preparing and distributing information.

#### **Office/Facilities**

##### *General*

- Ordering office supplies and overseeing office supply closet
- Coordinating regular building maintenance.

##### *Communication*

- Processing and routing incoming mail to appropriate departments/personnel.
- Overseeing outgoing mail.

##### *Phone*

- Maintaining phone system and troubleshoot when system does not work properly.
- Assisting with answering phone and route calls to the appropriate departments/personnel.  
[for all staff]

*Technology*

- Working with technology support providers when troubles arise.
- Overseeing computer system backup procedures.

*Visitors*

- Greeting guests and arranging amenities as needed.

**Special Projects**

Each year, Young Audiences takes on projects, such as producing an annual fundraiser, annual fundraising campaign, artist showcases, Artscape, Free Fall Baltimore, and an artist catalogue. The Assistant to the Executive Director may be asked to assist with administrative/organizational activities related to these events.

**To apply, please send cover letter and resume to Stacie Sanders, Executive Director, at [stacie@yamd.org](mailto:stacie@yamd.org) by Friday, January 25, 2008.**