

Administration Associate

Administration Associates are members of the Irvine Barclay Theatre Operating Company (IBT) Executive department. Reporting to the Director of Client Services, Administration Associates have principal responsibility for providing administrative and clerical support to the President, the Senior Vice President, and other senior IBT management staff.

Duties and Responsibilities

Administrative and clerical (100%)

General Office Support

1. Receive phone calls
2. Process mail
3. Background research
 - Projects
 - People
4. Scan paper files into digital storage formats
5. Print and organize documents
6. Send emails on behalf of senior staff
 - Proofread and format emails, upon request

On-request support

1. Calendar management
 - Schedule meetings, lunches, and other calendar entries
2. Day-of performances reminders
 - Program notes
 - Performance itinerary

Specific Support

1. Daily schedule reminder sent by email to President
 - Prepared the day before and scheduled for 6:00am delivery
2. Assist with scheduling IBT Jazz Band performance and arranging logistics
3. Assemble packets for Board of Directors and Executive Committee meetings

Knowledge, Skills and Abilities

1. Must be comfortable and confident in phone conversations with a wide range of contacts including other administrative assistants, IBT donors, City and University leadership, all internal IBT colleagues
2. Must have excellent verbal communication skills
3. Must be highly attentive to detail
4. Must exercise confidentiality when communicating sensitive information
5. Advanced abilities with Microsoft Office suite of products
 - Expert level ability with Outlook and Word
 - Highly proficient with Excel and Powerpoint

Education and Experience

1. Minimum educational requirement: demonstrated completion of an associate degree, or currently working toward an undergraduate degree from an accredited institution of higher education
2. Prior experience in non-profit arts organizations is preferred
3. Previous work with administrative and clerical support in a professional office will be considered a plus

Work Standards

1. Consistent demonstration of personal accountability, integrity, initiative and commitment to IBT's mission is expected
2. Demonstrable on-going mutual respect for internal and external colleagues is required
3. A work process that includes a personal emphasis on innovative problem solving through collaboration is essential
4. An ability to gracefully handle challenges in the context of a fluid and typically fast-paced daily work flow is vital

Other

- Reports to: Director of Client Relations
- Supervisory responsibility: None
- Compensation: Part-time, hourly, starting at \$18/hr.
- Work-from-home eligible: No
- Working hours: Variable, agreed weekly schedule taking place during regular business hours
- Physical requirements:
 - Must be able to stand for long periods of time (at least one hour)
 - Must be capable of walking up and down stairs/inclines
 - Must be able to periodically lift items of up to 20lbs.
 - Must be able to assist others in cases of emergency