



**Organization: Art Center Sarasota**

Location: Sarasota, FL

Website: [www.artsarasota.org](http://www.artsarasota.org)

Position Title: Executive Assistant

Position Type: Experienced (non-manager)

Position Level: Full-Time Permanent

FLSA status: Exempt

**About Art Center Sarasota**

Established in 1926 and situated on the historic Sarasota Bayfront, Art Center Sarasota is the city's oldest visual arts nonprofit organization. Art Center Sarasota is a member-supported organization that engages the entire artistic community by providing educational programs and exhibitions to local and regional artists and those who simply enjoy the visual arts.

Art Center Sarasota's mission is to provide Sarasota with opportunities for creative expression and art appreciation through art education, exhibitions and cultural programs.

**EXECUTIVE ASSISTANT**

**About the Position**

Art Center Sarasota seeks a highly motivated professional who embraces the organization's mission to support the office of the Executive Director. Reporting to the Executive Director, this individual will be responsible for extensive calendar management, contact and database management, drafting correspondence, and handling a broad range of both internal and external inquiries. This role has significant interaction with executive staff, board members, artists, members, clients and other key stakeholders. It is also a role that provides invaluable insight and experience in understanding and navigating the full breadth and depth of Art Center Sarasota's operations.

The ideal candidate must have experience that demonstrates a high level of professionalism; excellent attention to detail; sound decision-making; exceptional organizational skills; the ability to maintain a high level of discretion in confidential and sensitive matters; and the capacity for juggling multiple tasks in a timely and thorough manner. A team player with a positive and collaborative attitude is a must.

**Key responsibilities include but are not limited to**

- Serve as the primary point of contact for the Executive Director's Office, acting as liaison with staff, artists, members, and clients
- Maintain Calendar management
- Work closely with the Executive Director on event planning- exhibition openings, donor parties, additional cultural programming and events
- Complete expense reports and work with general administrative staff to ensure timely delivery of materials



- Communicate detailed information about the Art Center's programmatic, administrative and education activities to visitors, members, and supporters
- Diplomatically act as a filter for incoming inquiries while managing multiple priorities.
- Lead and execute scheduling and relevant communications in support of the Executive Director's office for monthly Board Meetings. This includes providing full context by developing supporting materials, including agendas, briefs, research, and talking points, that will ensure that the participants are fully prepared
- Assist with managing all Board meeting logistics, including building agendas and corresponding annotations, assembling compelling and visually appealing presentations and pre-read materials, tracking meeting attendance, taking meeting minutes and follow up
- Attend all board meetings

#### **Qualifications and Qualities**

- Minimum 3-4 years work experience as an assistant or executive assistant, providing direct administrative support
- Bachelor's or advanced degree in business administration preferred
- Strong verbal and written communication skills are essential
- Exceptional organizational skills, including analogue and digital project management experience
- Experience managing multiple projects with competing deadlines; anticipating project needs and problem solving accordingly.
- Tech savvy with strong computer skills, including strong knowledge and proficiency in Word, Excel, PowerPoint, Google Drive, and video conferencing platforms
- Knowledge of QuickBooks is a plus
- Ability to maintain a highly professional, positive, and flexible demeanor with rapid and shifting priorities.
- Proactive, able to problem solve and attention to detail
- A collaborative and team oriented mentality

#### **Physical Demands | Work Environment**

The physical demands described here are representative of those to successfully perform the essential functions of this job. Accommodations may be made to support individuals differently able to perform the essential functions. In addition to the usual office environment with frequent sitting, walking, and standing, this position will require frequent use of eye, hand, and finger coordination enabling the use of office machinery and ability to lift up to 25lbs. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.

#### **Affirmative Action/EEO statement**

Art Center Sarasota is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, artists, guests, and members of our community.



**How to Apply**

Paid health insurance, vacation and other benefits included. Salary to commensurate with experience. This position is full-time Monday - Friday, 10am-5pm with flexibility to work some evenings and weekends on occasion.

Please send a copy of your cover letter, resume, and contact information for three references to [info@artsarasota.org](mailto:info@artsarasota.org) with "Executive Assistant" in the subject line. Walk-ins or phone inquiries will not be accepted for this position.