



Job Title: Administrative Assistant

Job Classification: Full-Time

Reports To: Executive Director

Scheduling: Paramount Bristol's regular business hours are Monday-Friday from 10a-6p. **The work schedule of an administrative assistant includes regular business hours as well as some weekends, nights & holidays.** You will regularly be asked and are expected to work more than forty hours during certain busy performance weeks.

Job Overview: The Administrative Assistant is the main general support for the Executive Director of Paramount Bristol and the President of the Paramount Foundation Board of Directors. To be successful in this role, the Administrative Assistant is expected to have excellent verbal and written communication skills, sound judgment, poised and confident, with experience working in a dynamic environment that demands high level of administrative, organizational, communication, as well as problem-solving skills. They are expected to demonstrate professionalism, diplomacy and integrity; maintain appropriate confidentiality and discretion when interacting with board members, executives, co-workers as well as external constituents. Prior background working in nonprofits, especially performing arts institutions is preferred.

JOB RESPONSIBILITIES - This job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by the Executive Director.

- Assist Executive Director with Post-Show Settlements of Bar/Concessions, Box Office and Merchandise reports.
- Work with Executive Director and Development Director to coordinate special events.
- Work with Executive Director and Talent Buyer to maintain event contracts.
- Work with Hospitality Department to ensure all contract riders are compliant.
- Learn basics of each department and serve as an understudy in the event of an emergency.
- Maintain and monitor mail, contacts, and Executive Director's calendar including scheduling, coordinating, and working with other staff members to prioritize meetings.
- Act as the administrative "gatekeeper" of the executive office to ensure and maintain the accuracy of key files. Organize the executive office including filing, archiving and maintaining records.
- Work with department heads to prepare departmental expense reports.
- Help the leadership to anticipate and address potential needs related to meetings.
- Draft or edit written materials including letters and meeting minutes.
- Facilitate cross-department administrative and communication needs. Support internal and external communications.
- Support of Board related activities - including scheduling, coordinating and setting up meetings. Ensure all logistical meeting arrangements and requirements are met. Working with Paramount Foundation Secretary to collect written materials from each department to produce Board Books and Handbooks.
- Working with Executive Director, in coordination with the Development Department, support Strategic Plan execution and Capital Campaign-related activities.



- You will be required to cross train at least one other person assigned by the Executive Director for at least one hour per week. This ensures our organization can operate smoothly should an emergency arise.

MINIMUM JOB REQUIREMENTS

- Bachelor's degree; at least 5 years of documented professional experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

TO BE SUCCESSFUL IN THIS ROLE, YOU WILL BE EXPECTED TO DEMONSTRATE:

- Exceptional interpersonal skills and the ability to interact effectively with Foundation leadership, patrons, prospects, donors, and/or volunteers in a wide range of roles.
- Ability to adapt easily to changing priorities.
- Ability to maintain an accurate count of cashflow on show days
- Computer proficiency – Microsoft Word, Google Suite, Adobe PDF, PowerPoint
- Demonstrate strong ability in creating and maintaining spreadsheets/formulas
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support organizational objectives.
- Database management skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to organizational activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- High level of organizational skills. Eyes for aesthetics and details. Ability to follow directions, take initiative, strong work ethic and self-confidence.
- Experience in managing events and other complex activities in support of the Executive Director.
- Ability to foster effective working relationships within a team environment.
- Community relations skills and the ability to communicate and work effectively within a diverse community.
- Program planning and leadership skills.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.

Physical Demands:

- Very limited physical effort required.
- No or very limited exposure to physical risk.
- Must be able to climb stairs.
- Willingness and availability to travel extensively and to work extended hours as necessary.



Work Environment:

The noise level in the work environment is usually moderate. Temperatures can vary from location to location, with some events being held outside. Strobe lights are sometimes used in the facility.

Salary/Benefits:

Salary is commensurate with experience. Benefits include paid vacation/sick/holidays. 401K match, health and life insurance are not offered at this time.

Application Procedure:

Interested candidates should provide a letter of interest with salary requirements, resume, and contact information for three professional references in a single PDF formatted document via email to jobs@paramountbristol.org. No phone calls or visits, please. Closing Date: 2/25/22

EQUAL OPPORTUNITY EMPLOYER: It is the policy of the Paramount Center for the Arts to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), gender identity, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists.