

Brooklyn Arts Council (BAC) Seeks Executive Assistant

Brooklyn Arts Council (BAC), an arts service organization and presenter based in the dynamic DUMBO arts district and working throughout the borough, seeks a Full Time Executive Assistant.

Reporting to and working closely with the Executive Director, the Executive Assistant is responsible for the timely flow of information to staff members; manages the organization's database and office technology; prepares materials for and maintains correspondence with the Board of Directors; and supervises the general administration and operations of the office.

Executive Assistant

The Executive Assistant reports to and works closely with the Executive Director. The Executive Assistant is responsible for the timely flow of information to staff members, upkeep of office technology, preparing materials for and maintaining correspondence with the Board of Directors; and supervises the general administration and operations of the office.

The Executive Assistant also provides support to Brooklyn Arts Council's other departments as needed. This scope of tasks includes, but is not limited to welcoming guests, meeting space set-up, coordinating mailings and providing support at events.

Responsibilities Include:

- Maintain the Executive Director's calendar, contacts and assist with correspondence and projects as needed.
- Work collaboratively with staff to maintain an efficient and effective office, sharing information useful for staff and maintaining the confidentiality of sensitive information.
- General administrative and programmatic support including maintaining office security (keys and alarm system), drafting correspondence, assisting with mailings, scheduling, copying, filing, preparing meeting materials, meeting room set-up, a/v and hospitality for internal and external meetings, general office supply ordering and inventory, maintenance of common spaces and equipment.
- Working with the office building's landlord and superintendent to coordinate repairs and office maintenance.
- Working with the IT Consultant, phone & internet providers to ensure reliable service of technology.
- Assist staff with IT troubleshooting and network of PC system and peripherals and be the point of contact for the IT Consultant.
- Prepare for board and executive committee meetings, distribute all board related materials, and draft board and committee meeting minutes.
- Schedule meetings for Board Members with staff for projects outside normal Board meetings.
- Assist with maintaining the organization's database and mailing lists.
- Coordinate staff meetings and office festive events. Take accurate notes when needed.
- Foster positive relationships and trust with artists, educators, funders, government officials and elected officials on behalf of the organization. Be a good host for visitors to the organization, answer the door and phone in a timely manner.
- Assist with and manage special projects and events for the organization as needed.

Requirements:

- Bachelor's degree
- Minimum 2 years of post-college work experience, preferably with an arts and culture organization
- Knowledge of Brooklyn arts scene preferred
- Highly organized and detail oriented
- Excellent communication and people skills
- Proficient in Microsoft Office Suite
- Experience working with databases

Salary and Benefits:

The salary and benefits package are commensurate with experience, includes health, dental and vision coverage, two weeks paid vacation.

To Apply:

Send resume and cover letter explaining your interest in this position to: jobs@brooklynartscouncil.org, 'Executive Assistant' in subject line.

No calls or faxes. Applications accepted until position is filled.

BAC is an Equal Opportunity Employer, and strives to build a staff and board that reflect the cultural diversity of New York, the constituencies and neighborhoods BAC serves.

About Brooklyn Arts Council

Brooklyn Arts Council (BAC) supports and connects Brooklyn's arts community through programs and services for artists, cultural organizations, and residents of all backgrounds and ages. Brooklyn's cultural anchor since 1966, BAC has also been the catalyst helping the arts community grow. We give grants, present arts events, train artists, teach kids, incubate new projects and promote the arts across Brooklyn.