

## Executive Assistant to Executive Director & CEO

### ABOUT US

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Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

### ABOUT THE JOB

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The Wallis is seeking a dynamic Executive Assistant who is ready to grow their career in the arts. The last two assistants in this role were promoted to marketing and development positions within The Wallis. This role effectively organizes, allocates time, and provides a wide range of administrative support, including answering and screening calls and email, scheduling meetings, liaising with the Board of Directors, preparing reports and correspondence for the Executive Director/CEO and also serves as her primary point of contact. If you have excellent people skills, work well and collaboratively with all personalities, have meticulous attention to detail and follow-up and are passionate about the arts and the educational programs presented by The Wallis, we want to hear from you.

### WHAT YOU'LL DO

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- Assist the Executive Director/CEO with day-to-day operations and administrative tasks including her correspondence, in-box and calendaring;
- Act as a gateway to the Board of Directors;
  - Handle all logistics for Board meetings and select Committee meetings including scheduling, taking minutes, communications, prepare documents, invitations, materials, and agendas. Follow up with Board members and/or Committee members as needed;
  - Manage onboarding of new Board Members including paperwork flow and the yearly Board Member renewal process;
- Facilitate communication with the City of Beverly Hills on behalf of the Executive Director/CEO and ensure that all issues or concerns are addressed quickly to effectively maintain a positive relationship with the City;
- Coordinate meetings including senior leadership meetings, directors meetings, all staff meetings, retreats and other staff activities. Manage invitations, RSVPs, agenda, as well as food, venue, budget and activities, as needed;
- Draft, review and edit reports, letters, papers and various correspondence and analysis as required. Copyedit documents;
- Manage professional development organization memberships (such as WAA, APAP, and California Presenters), ensuring memberships are up-to-date and sharing member benefits to staff as needed;
- Attend weekly Comprehensive Campaign meetings and keep track of ongoing action items, helping the Executive Director/CEO to accomplish these tasks in a timely manner;
- Responsible for new document management including obtaining signatures and delivering documents in a timely manner;
- Reconcile Executive Director/CEO's credit card and expenses monthly with supporting documentation;
- Purchase office supplies.

## **SKILLS & EXPERIENCE NEEDED**

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- 3 to 5+ years experience as an executive assistant or comparable position.
- Strong writing and proofreading skills
- Mastery of Word, Excel, Outlook including extensive calendaring, Canva and PowerPoint and basic Excel.
- Passion for and/or a background in the arts, and a dedication to the mission of The Wallis.
- Experience working with non-profit organizations and a non-profit Boards of Directors is desired.
- Experience facilitating, taking and producing Board and Committee minutes is desired.
- Extraordinary attention to detail, exceptional organizational skills, ability to juggle numerous tasks simultaneously, and maintain a high level of discretion are required.
- Ability to plan ahead and anticipate the needs of others is required.
- Should be able to work in a fast-paced environment with many competing needs.
- Exhibit exceptional verbal, written and interactive communication skills
- Proactive, flexible, professional, respectful, and collegial when interacting with all people.
- Bachelor's degree from an accredited college or university is desired. Fast learner and eager to learn new things.

## **BENEFITS**

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This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

## **HOW TO APPLY**

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Please email resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include **Executive Assistant** in the subject line.

**No phone calls please.**

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.