

Wednesday, June 9, 2010

Executive Assistant to Executive Director - Alvin Ailey Dance Foundation

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Alvin Ailey Dance Foundation is the umbrella organization that supports the activities of Alvin Ailey American Dance Theater, Ailey II, The Ailey School, Ailey Arts In Education & Community Programs and The Ailey Extension.

AADF's mission is to further the pioneering work of Alvin Ailey by establishing an extended cultural community which provides dance performances, training and community programs for all people. This performing arts community plays a crucial social role using the beauty and humanity of the African American heritage and other cultures to unite people of all races, ages and backgrounds.

EXECUTIVE ASSISTANT TO EXECUTIVE DIRECTOR

Summary:

This is a full-time position that provides administrative support to the Executive Director (ED), ensuring the smooth operation and coordination between the ED's office and various departments. The Executive Assistant serves as a liaison between the ED and Board of Directors, manages special projects as needed, prepares materials and presentations, and supervises a part-time assistant.

Responsibilities:

- Representing and on behalf of the Executive Director (ED), attends and participates in meetings, activities, and events, taking notes and following up as needed.
- Works closely with the Board of Directors, providing follow-up on requests for information, reproduction of materials and documentation, the coordination and scheduling of meetings, etc.
- Organizes and prioritizes large volumes of information, calls and mail; fields and answers routine and non-routine questions.
- Handles and processes confidential and non-routine information.
- Assists the ED in the management of her schedule, coordinating meetings, travel, departmental meetings, etc.
- Drafts and prepares general correspondence, expense reports, memos, charts, tables, graphs, business plans, presentations, etc.
- Acts as a project manager for special projects, which may include the planning and coordination of multiple presentations, disseminating information, or coordinating company-wide activities.

Requirements:

Education:

- B.A./B.S required.
- Specific interest in dance a plus.
- Masters in Arts Administration a plus.

Work Experience:

Experience in a similar or comparable organization is preferred, with supervisory experience desirable.

Qualifications

The work requires continuous attention to detail in composing, typing, proofing materials, establishing priorities, meeting deadlines, and coordinating and scheduling meetings and follow-up.

The successful candidate will be able to:

- Work in a fast-paced environment, with a demonstrated ability to handle multiple competing tasks and demands.
- Exercise significant tact and courtesy, in addition to maintaining confidentiality and constructive relationships, when working with the Board of Directors, staff, public, and other external parties.
- Possess a thorough knowledge of the Microsoft Office Suite of computer applications (e.g., Word, Excel, PowerPoint, and Outlook). Database management is a plus.

Reporting To: Executive Director, Alvin Ailey Dance Foundation

Location: New York City

Hours: Full-time

Salary: Commensurate with experience; full benefits including medical/dental insurance

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