

Tuesday, October 21, 2014

Part Time Executive Assistant

Company: Arts + Business Partners LLC
Location: New York, NY

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PART TIME EXECUTIVE ASSISTANT

We are small hands-on consulting group with a focus on: (1) Corporate sponsorship – we work with nonprofit groups (mostly arts), business sponsors and provide training/seminars related to corporate sponsorship. (2) Collecting Photography - we offer classes on the fine art photography marketplace at schools, museums, and independently. (3) Advising photographers on their communication tools and collectors on their purchases.

Timing: 2-3 days/week. Minimum commitment of one year. Flexible hours, some work off-site.

Hourly fee: Depending on skill set. (Plus invitations to gallery/museum openings)

Personal Skills: Reliable; thorough; independent thinker; can multitask w/hectic pace; energetic; excellent written , verbal, organization skills. Interest in the arts a plus. Mature with previous office experience. Good work ethic. Good people skills. Proactive vs reactive.

Advanced Computer skills: Must be tech savvy. Knowledge of Microsoft Word, Excel, Powerpoint, Outlook, Constant Contact, Quicken, Adobe, Apple products (iPhone /iPad).

Outlook Database Management: Enter, maintain, update Outlook database.

Super Computer/Technical Skills: Someone with strong technical and computer skills who can troubleshoot, liaise with our tech support , interface with our web hosts, handle eblast mailings (knows Constant Contact; can create, update, and oversee ongoing mailings); Web/internet (maintain / update our website).

General Office Management: Maintain office: files, copy machine, fax, printer etc., supplies, inventory, promotional materials. Maintain/update sample books. Good phone skills ; able to handle questions to reduce call backs. Routine typing, update powerpoint lectures, filing, etc.

Bookkeeping/ Quicken: Knowledge of Quicken, ability to pay bills; enter data/manage three checking accounts, print reports.

Social Media: Maintain LinkedIn /Facebook accounts. Update with ongoing messages, photos, class announcements. Keep us in front of the public!

Send resume, statement of interest and 2 references to Alice Zimet.

Please only apply if interested in a Part Time position!

Arts + Business Partners LLC
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For more information:
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