

FESTIVAL EXECUTIVE ASSISTANT

Job Description

BASIC FUNCTION

The **Festival Executive Assistant** supports and performs administrative duties for SIFF's Artistic Director and Managing Director. The Executive Assistant should be a "people person" who excels working well with all levels of internal management and staff as well as with external clients, and outside vendors. The Executive Assist must exercise sensitivity to confidential matters and maintain required confidences.

REPORTING RELATIONSHIP

- Artistic Director and Managing Director

PRIMARY SUPERVISORY RESPONSIBILITIES

- Other support staff

PRIMARY DUTIES AND RESPONSIBILITIES

- Manage the schedule of artistic and managing directors
- Manage executive calendars including initiating and confirming meetings and appointments
- Make travel, meeting, and event arrangements
- Manage and help prioritize incoming email communication
- Field and screen phone calls and questions from internal and external sources
- Receive and director visitors
- Attend meetings and take detailed notes
- Track financial data, i.e. expenses and prepare accurate expense reports
- Maintain and Update Filemaker Pro database for contacts and films
- Assist in the research and preparation of written statements and public remarks.
- Assist with Board of Directors communications and materials
- Assist with workflow from other departments as needed
- Train and supervise other support staff
- Other duties as assigned

QUALIFICATIONS

- One to two years experience providing administrative support and project coordination
- Community arts, festival and/or non-profit experience is a plus
- Experience working with non profit boards is a plus
- Keen attention to details and a love for excel spreadsheets
- Proficient computer skills (Mac or PC) including software and internet research experience
- Experience with Filemaker Pro is a plus
- Excellent communication skills
- Excellent writing skills
- Great sense of humor and willingness to have fun while maintaining a professional demeanor

DATES OF EMPLOYMENT

March 1 – June 30, 2015