

Schubert Club

Executive Assistant to the Artistic & Executive Director

Classification: Full-Time, non-exempt **Reports to:** Artistic and Executive Director
Salary Range: \$42,000-\$45,000 annually
In-Person/Remote: Mostly in-person, with some remote flexibility

ABOUT SCHUBERT CLUB

As Minnesota's first arts organization, founded in 1882, Schubert Club continues to pursue its mission to create inspiring musical experiences that contribute to the cultural vibrancy of the Twin Cities community. Schubert Club's work is primarily concert presenting, music education, student scholarships and a music museum.

Schubert Club has a strong commitment to making diversity, equity, and inclusion central to all that we do.

POSITION SUMMARY

The Executive Assistant supports the Artistic and Executive Director by providing information, scheduling meetings, keeping records, writing meeting minutes and managing communications with multiple constituents, especially the Board of Directors, the Arts Partnership, and external partners of Schubert Club. This position also provides assistance to the Director of Development, and is also responsible for front office management and certain business-related tasks.

MAJOR RESPONSIBILITIES

- 1. Keep organizational priorities moving forward by providing primary support for Schubert Club's Artistic and Executive Director (AED) with courtesy, efficiency, detailed accuracy, and discretion. (40%)**
 - Serve as the primary point of contact for the AED's office.
 - Manage communications as directed by AED, including calls, video, emails, letters, and in-person.
 - Coordinate meeting requests, calendar, internal and external scheduling, technology, and logistics.
 - Coordinate AED's travel arrangements, assist with expense tracking.
 - Manage recordkeeping, both paper and electronic.
 - Prepare reports and presentation materials as directed by AED.
 - Provide support for special projects and events.
 - Collaborate with Executive Assistants of other Arts Partnership organizations on shared projects.
 - Keep track of multiple projects and deadlines.
 - Maintain the shared staff calendar by ensuring concerts and events are listed and up to date.
- 2. Act as the primary point of contact for Schubert Club Board and Committee members. (20%)**
 - Assist in scheduling all Board and Committee meetings.
 - Coordinate communication and scheduling with and among Board and Committee members for all events and meetings.
 - Work with AED, Board and Committee Chairs to prepare and communicate meeting agendas, minutes, action items, supplemental materials, timelines, and reports.

- Attend all Board meetings and record the minutes.
- Keep documents and other materials updated on Board website portal.
- Compile and distribute the annual Board and Advisory Circle Directory.
- Maintain Board archival materials.
- Oversee logistics and assist other staff or presenters with setup, tech support, and cleanup for all Board meetings and events.
- Manage or assist with preparations as needed for other events such as Advisory Circle meetings, Annual Luncheon, and special events.

3. Facilitate the day-to-day operations of Schubert Club to cultivate an efficient, cooperative, and productive work environment. (10%)

- Represent Schubert Club as the first point of contact in the front office/AED's office for callers and in-person visitors.
- Serve as liaison for Schubert Club with Landmark Center.
- Coordinate scheduling coverage with colleagues for phones, front office, staff meetings, board meetings, and special events.
- Manage organizational records including archives.
- Manage office storage, supplies, deliveries, and equipment including printers.
- Serve as emergency back-up for the Business Manager with payroll, bank deposits, credit card management, and accounts payable.
- Oversee petty cash.
- With the Business Manager, monitor technology needs among staff and meet with tech services representative monthly or as needed.

4. Provide support to the Schubert Club Director of Development (30%)

- Process incoming contributions and acknowledgements in coordination with the Director of Development and other staff.
- Schedule Marketing and Development Committee meetings and take minutes at the Nominating and Governance Committee and Marketing and Development Committee meetings.
- Assist with donor records and research.
- Assist with mailings and donor recognition.
- Assist with Arts Partnership scheduling, meetings, and projects.
- Attend and assist with fundraising events.

5. Collaborate with colleagues as needed to ensure that Schubert Club concerts, museum, education and community events are successfully carried out.

- Assist with ticket sales upon request.
- Assist with various Schubert Club concerts and events upon request.
- Coordinate office-wide projects as needed.
- Attend Schubert Club events as requested by the AED.
- Interact with the Board, colleagues, artists, patrons, and the public in a positive manner that upholds the high standards of Schubert Club.

QUALIFICATIONS AND EXPERIENCE

- At least 2 years of successful experience supporting Executive Leadership.
- Exceptional proficiency in courteous, professional, accurate business communication.
- Demonstrated experience handling confidential material securely.
- High proficiency with Microsoft Office Suite and Google Suite. Note that this is a Mac-based office.
- Experience serving as Board liaison preferred, including scheduling events and taking minutes.
- Experience accurately handling donations and other financial transactions.
- Previous database experience.
- Experience with posting social media.
- Second language a plus. Experience working with people from a variety of cultures a plus.
- Experience using Wordpress and Adobe Creative Cloud a plus.
- Strong writing skills required.

OTHER REQUIREMENTS

- Availability for some evening and weekend work.
- Ability to lift and carry up to 25 pounds.
- Reliable transportation to office, concert and event venues.
- Adaptability, resourcefulness, and ability to learn quickly.
- Availability for primarily in-office work, with some remote flexibility
- Commitment to respectful practices that promote diversity, equity, and inclusion.
- Commitment to uphold Schubert Club's mission and its reputation for integrity and excellence.

Schubert Club is an equal opportunity employer.