

## **VANCOUVER ART GALLERY ASSOCIATION**

### **1 FULL-TIME EXCLUDED POSITION AVAILABLE**

#### **EXECUTIVE ASSISTANT TO THE DIRECTOR**

Reporting to the Director, Vancouver Art Gallery provides senior level executive support to the Director. The Executive Assistant manages the office of the Director to deliver efficient and effective services and liaise effectively with internal and external stakeholders including the Board Chair, Trustees, collectors and high-level donors and their offices. Effectively manages the office of the Director by dealing with workflow, logistical and resource issues to ensure the smooth operation of the office.

Considerable judgment, astuteness and discretion are exercised when managing the Director's incoming communications, identifying and addressing current issues, and working with staff, Trustees, government officials, donors and the public. The incumbent will often make administrative decisions on behalf of the Director based on knowledge of the Gallery, its policies and staff.

#### **DUTIES**

Manages incoming communications (telephone calls/e-mails) for the Director's Office. Assesses those that require immediate attention and those that can be tactfully deferred. Exercises considerable judgment and discretion in handling calls, routing them to others or dealing with them on own initiative, when appropriate.

Composes, designs, edits and distributes correspondence, reports and presentations. Produces professional output with accuracy, style and impact. Proofreads content, formats, and presentations of Director's correspondence and reports prepared by other Divisions, revises as necessary.

Liaises with the Board Chair, Trustees, collectors, and high-level donors, and their offices, on a range of matters in a timely and professional manner.

Works with the Director in preparation for the Board of Trustee meetings. Prepares reports and presentation materials. Liaises with internal staff for Board updates.

Coordinates meetings, teleconferences, and other appointments including speaking engagements. Ensures that the Director is fully prepared for all engagements by providing vital background.

Provides senior level administrative support to the Director including compiling information for reports from a variety of internal and external sources; undertaking research to locate information, summarizing material and recommending follow-up action; coordinating reports and presentations involving the solicitation of information and follow-up responses.

Takes a pro-active approach to issues involving the Directors office and makes administrative decisions on behalf of the Director based on knowledge of the Gallery, its policies and staff.

Plans and coordinates travel arrangements for the Director, and often key senior staff, including the booking of air and hotel reservations, preparation and distribution of detailed itineraries. Organizes meetings, dinners, studio visits, etc. Processes per diem cheque requests and expense reports to Accounting in a timely manner.

Undertakes special projects including planning group and VIP tours for collectors to the Gallery and throughout North America and abroad.

Manages independent projects, and may undertake editorial, research and/or administration projects and conducts data analysis.

Maintains records, keeps a pending and bring-forward file, archives material in accordance with Gallery policy.

As required, attends senior staff meetings and takes notes or records minutes as directed.

Works effectively with the Development department in the preparation and editing of proposals to ensure that proposals are submitted to the Director for final approval that are accurate and complete.

Acts as the executive office liaison with outside business organizations and industry associations.

Assists the Board Secretary in preparation, photocopying and email distribution of meeting notices and agenda materials. Will record minutes of Board and committee meetings in the absence of the Board Secretary.

These duties and responsibilities outlined above are representative, but not all inclusive.

### **QUALIFICATIONS:**

Minimum five to seven years' experience in a senior executive assistant position, preferably in the visual arts or non-profit sector. The successful candidate must be astute and proactive in identifying and addressing current issues, possess strong communication skills, and have the ability to skillfully deal with all levels of staff, Trustees and members of the public. Excellent written and organizational skills and the ability to prioritize tasks, exercise good initiative and judgment are also required.

Excellent writing skills; ability to compose and edit a range of correspondence and written material with only general instructions from the Director.

Proficiency in Word, PowerPoint, Excel, Outlook, and electronic scheduling/document tracking systems. The ability to type 60 WPM.

Excellent organizational skills to maintain and manage a high volume/variety of material and tasks within challenging time constraints and shifting priorities.

Excellent verbal communication skills; professional telephone manner.

Ability to identify key points and summarize conversations, documents, etc. for the Director.

Ability to deal effectively and work cooperatively with all levels of staff, Trustees and members of the community.

Ability to maintain confidentiality in Gallery and Director's Office related matters.

Ability to work under pressure using initiative to plan, organize and establish priorities.

Ability to lift boxes up to 25 lbs.

Please send your resume, in confidence, by Friday, October 14, 2016 to the Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, B.C. V6Z 2H7, Fax: (604) 682-1086 or email: [hr@vanartgallery.bc.ca](mailto:hr@vanartgallery.bc.ca)

*We thank all applicants for their interest; however, only those short-listed will be contacted.*