



## POSITION DESCRIPTION

JOB TITLE: Executive Assistant to the President

GRADE/STATUS: Non-Exempt

REPORTS TO: President & Executive Director

APPLICATION DEADLINE: January 25, 2022

### POSITION SUMMARY

Creative Capital is a nonprofit 501(c)(3) organization which funds individual artists creating groundbreaking work in the visual arts, performing arts, film, literature, technology, socially engaged and multidisciplinary forms. The Executive Assistant (EA) to the President & Executive Director is a vital role in ensuring the smooth, efficient, and effective functioning of Creative Capital. The EA will have privileged access to all Board and Development contacts and correspondence, all artist relationships, and all staff and contractor information. The EA will be the lead manager of the President's contacts, emails, schedule, calendar, travel, and communications. This position will also act as a liaison between the ED, artists, senior leadership, and staff. The EA will interface with and work with the team to support Creative Capital's mission of serving artists and awardees, which include: Simone Leigh, Theaster Gates, Legacy Russell, Jesse Krimes, Taylor Mac, Raja Feather Kelly, Becca Blackwell, Meng Jin, Ry Russo-Young, and more. The EA must be articulate, an excellent communicator and writer, diplomatic under pressure, demonstrate exceptional discretion and judgment, and be able to proactively prepare the President for meetings and other outward-facing engagements. This position requires agility, creativity, and a positive attitude toward handling administrative, clerical, and numerous social situations with aplomb, cheer, and high energy.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as primary point of contact for supporting the President & Executive Director of Creative Capital and the Creative Capital community
- Proactively manage the President's calendar; ensure all parties impacted by required changes are treated with courtesy and professionalism
- Screen incoming calls and emails
- Draft and process incoming and outgoing correspondence, as well as presentations
- Provide a bridge for smooth and efficient communication and interaction between the director's office and internal/external departments
- Provide support for all aspects of the President's interaction with the Board of Directors and Development prospects, including meeting logistics, agenda development, minute taking, committee work, etc.
- Provide support for all aspects of the President's interaction with awardees and artists.
- Liaise with all levels of the organization including staff, board, consultants, artists, donors, media, and other stakeholders
- Ensure that the President is prepared and briefed for meetings
- Manage and research special projects and events as needed on behalf of the President, working closely with other staff, especially department heads
- Assist with organizing meetings, artist events and gatherings, ensuring availability of required materials and related logistical matters; attend meetings and prepare minutes as requested; handle actionable and follow-up items
- Provide support for Creative Capital events, artist gatherings, galas, fundraisers in-person and/or online
- Must be able to work onsite and travel offsite at Creative Capital's NYC office as well as where the President may travel nationally and internationally
- Coordinate President's local and national travel arrangements and manage related expense reports
- Other duties as assigned



## QUALIFICATIONS, KNOWLEDGE, & SKILLS REQUIRED (Minimum education and experience needed to perform the job adequately.)

- BA in English, the liberal arts, or related fields required
- One or more years of experience as an Executive Assistant or Administrative Assistant, preferably for a CEO or large arts institution
- Excellent interpersonal skills, with the ability to exercise judgment and discretion with artists, board and donors, as well as maintain utmost confidentiality and discretion
- Exceptional communicator with outstanding written and oral English
- Detail oriented, committed to excellence, multi-tasker with ability to prioritize workload
- Passion for contemporary artists
- Ability to act in a professional and yet warm manner
- Comfortable working independently, takes initiative and be proactive
- Strong critical analysis and problem-solving skills
- Polished, professional, diplomatic in word, action, and presentation
- Excellent computer skills, especially Mac including MS Office and G-Suite, Zoom, Slack, Salesforce, Adobe Photoshop, social media, and other digital platforms

The position is full-time (40 hours/week with occasional travel and special events). Ideally, candidates are based in or near Creative Capital's offices in New York City. Includes generous paid time off and benefits. Salary commensurate with experience.

TO APPLY: Please submit your cover letter and resume as one PDF to [jobs@creative-capital.org](mailto:jobs@creative-capital.org) with the subject line "Executive Assistant" - [SURNAME]." No phone calls, please. Application deadline: January 25, 2022.

## ABOUT CREATIVE CAPITAL

Creative Capital is a nonprofit organization whose mission is to fund artists in the creation of groundbreaking new work, to amplify the impact of their work, and to foster sustainable artistic careers. Founded in 1999, Creative Capital pioneered a transformative grant-making model that marries direct funding to individual artists with infrastructure and scaffolding support. Our pioneering efforts have impacted not just artists, but the arts ecosystem as a whole. The Creative Capital model of philanthropy has inspired countless other nonprofits investing in the long-term, sustainable careers of artists. More than 75% of our recent awardees are Black, Indigenous, Latinx, Asian, or artists of color representing a wide range of age groups, artistic disciplines, and regions. Our awardees have received prestigious honors and other accolades, including: 127 Guggenheim Fellowships, 19 MacArthur "Genius" Fellowships, 3 Academy Awards and 13 nominations, and 1 Booker Prize. [www.creative-capital.org](http://www.creative-capital.org)

---

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.