



# **GINA GIBNEY DANCE, INC.**

## **EXECUTIVE ASSISTANT TO THE ARTISTIC DIRECTOR & CEO**

### **JOB DESCRIPTION – NOVEMBER 2019**

The mission of Gibney is to tap into the vast potential of movement, creativity and performance to effect social change and personal transformation. Gibney's vision is to deploy resources and bring together disparate communities to ignite a cultural renaissance that has ripple effects far beyond the studio and stage. Gibney values:

- Respect – we are inclusive, courteous, and thoughtful
- Advocacy – we are supportive, principled, and catalytic
- Responsibility – we are collaborative, professional, responsive, and empowering
- Action – we are resourceful, proactive, and entrepreneurial

These values are intrinsic to Gibney and guide how we work together and interact with our core audiences.

### **POSITION SUMMARY**

Gibney is seeking a proactive, organized, responsible, and creative individual to provide high-level administrative support for Gibney's Artistic Director & CEO, Gina Gibney. The Executive Assistant (EA) organizes the day-to-day operation of the office, establishes administrative priorities, manages office workflow, drafts correspondence, facilitates complex schedules and travel arrangements, handles a broad range of complex inquiries and issues, and has significant daily interaction with senior staff, board members, funders, donors, artists, and other key stakeholders.

This position requires a dedicated candidate who is extremely hard-working, organized, reliable, and personable. The ability to multitask with the utmost attention to detail is mandatory. The ideal candidate should possess excellent verbal and written communication skills, a strong ability to build rapport with people from varying backgrounds and cultures, and the ability to anticipate the needs of their supervisor.

The EA reports directly to the Artistic Director & CEO. This is a full-time, exempt position, that has tremendous opportunity for growth.



## **RESPONSIBILITIES**

### **ADMINISTRATIVE SUPPORT**

- Answers phones, responds to inquiries, prepares meeting agendas and written materials—ensuring all materials and correspondence are proofed and well-written.
- Manages the CEO's calendar extensively; ensures that the CEO's priorities are reflected in schedule of meetings; liaises with staff members to organize workflow to meet institutional deadlines; fields all internal and external meeting requests.
- Drafts and composes correspondence for the CEO and ensures timely follow ups including thank you letters, regular grant updates, and meeting requests, etc.
- Plans and coordinates logistics for all staff meetings include agendas, printing needs, room setups, and catering.
- Effectively interacts with Gibney management, senior staff, Board members, funders, donors, and prospective supporters.
- Works closely and liaises with the Senior Staff on behalf of the CEO.
- Organizes and attends meetings and ensures the CEO is well-prepared with agendas, meeting materials, and presentation materials, when applicable.
- Utilizes the organization's CRM database, Salesforce PatronManager, on a daily basis to track completed tasks, denote the status of next steps and meetings, and capture meeting debriefs to keep senior staff informed on progress across various relationships.
- Manages and books all domestic and international travel arrangements (flights, accommodations, visas, dinner reservations, etc.) for the CEO and generates detailed itineraries; provides support to traveling CEO as needed.
- Prepares expense reports for the CEO and reconciles credit cards.
- Assists the CEO with written and verbal communications and interactions with Board of Trustees, donors, funders, patrons, guest artists, staff, dancers, and others.
- Represents and relays information to the CEO at internal and external meetings as needed.
- Manages all logistics including running the moment-to-moment schedule, reservations, ground transportation, conference room setup, A/V and other meeting logistics, and greeting of guests.
- Performs additional duties as assigned.

### **EXECUTIVE SUPPORT**

- Anticipates and facilitates the needs of the CEO through comprehensive administrative and executive support.
- Runs errands for the CEO on an as-needed basis.
- Prioritizes and follows up on issues and concerns addressed to the CEO.
- Performs duties related to personal life include booking personal appointments, placing online orders, maintaining personal contact lists, coordinating personal Board participation, attending local field / industry events, etc.



- Maintains a high level of professionalism and discretion around confidential information.
- Researches and compiles information.
- Manages special projects.
- Performs other duties as assigned.

#### BOARD SUPPORT & LIAISON

- Serves as liaison to the Board of Directors and Board Committees by composing agendas, handouts, minutes, and ensures follow-up for items identified during meetings.
- Supports regular and real-time correspondence and updates for the Board of Directors.
- Responds to Board inquiries in a timely manner.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Bachelor's degree required (B.A. or B.F.A. preferred), Master's degree a plus.
- Previous experience personal assisting is strongly preferred.
- 3+ years of experience supporting C-Level Executives, preferably in a non-profit organization
- Passion for the performing arts and social justice fields, and belief in Gibney's mission and Gibney Dance Company's model.
- Excellent administrative skills and Mac computer proficiency in Word, Excel, PowerPoint,
- Must exhibit excellent judgment and flexibility and be able to handle multiple tasks simultaneously and establish priorities
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms.
- Excellent verbal and written communication skills.
- Must be extremely well-organized, possess strong attention to detail, and understand the importance of following through on projects.
- Must have the ability to interact positively and effectively with management and employees at all levels and throughout every area of the organization.
- Demonstrate humor, enthusiasm, and a positive demeanor.
- Must be proactive and motivated with demonstrable problem-solving skills.
- Demonstrated commitment to equity, diversity, and inclusion.
- Ability to work some overtime including evenings and weekends as needed.
- Must be able to lift and carry 20 pounds (e.g., reports, programs, brochures, binders).
- Professional and ethical work behavior with ability to maintain the highest level of confidentiality.



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## **EQUAL OPPORTUNITY STATEMENT**

Gibney provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **APPLICATION INSTRUCTIONS**

To be considered for the position, please email a cover letter including salary requirements, a résumé, and three professional references to:

Camille Byers  
Deputy Director of HR & Culture  
camille@gibneydance.org

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No phone calls, please.

Prospective applicants are encouraged to review Gibney's website at [www.gibneydance.org](http://www.gibneydance.org) and Gibney Dance Company's webpage at [www.gibneydance.org/company](http://www.gibneydance.org/company) before submitting materials for consideration. Gibney will not consider submissions from applicants that do not have the required experience. Gibney will not consider submissions through employment agencies or online services.