



## United States Artists seeks full-time Executive Assistant in Chicago, IL to start Summer 2018.

United States Artists

United States Artists (USA) is currently seeking a full-time Executive Assistant who will work directly with our President & CEO to provide administrative support with scheduling, correspondence, travel, and other duties as assigned. In addition, this individual acts as the liaison to the Board of Trustees and also provides administrative and office support to the USA team.

USA is a national arts funding nonprofit organization based in Chicago. Each year, USA awards up to fifty \$50,000 fellowships to the country's most accomplished and innovative artists working in the fields of Architecture & Design, Craft, Dance, Film, Media, Music, Theater & Performance, Traditional Arts, Visual Art, and Writing. USA Fellows spotlight the importance of artists across the country, celebrating the broad diversity of American artistic practices and cultivating a creative ecology that is diverse in age, race, religion, gender, and sexual orientation. Since our founding in 2006, USA has supported over 500 artists with nearly \$25 million. To learn more about the organization, please visit our [website](#).

### RESPONSIBILITIES

This individual will fulfill the needs of our CEO, Board, and Office:

#### – CEO DUTIES:

- Assist CEO in organizing, managing, and tracking all projects;
- Manage CEO calendar— schedule meetings and coordinate travel;
- Draft written correspondence for CEO including letters, memos, emails, etc.

#### – BOARD DUTIES:

- Liaise with USA Board of Trustees;
- Manage three meetings annually;
- Prepare votes, reports, and other necessary documents for meetings;
- Keep and circulate all meeting minutes.

#### – OFFICE DUTIES:

- Correspond with donors, vendors, and Fellows, as needed;
- Coordinate travel as requested for staff, guests, and Fellows;
- Support Finance Director by reconciling expense reports;
- Overall management of office including ordering supplies, purchasing software and equipment, organizing and maintaining files, and IT support;
- Take on additional duties as required.

## **IDEAL CHARACTERISTICS**

This individual will often be the public's first point of contact to USA and therefore must be someone with strong interpersonal and communication skills. The ability to troubleshoot, think creatively, and represent USA effectively, are key attributes. This individual will be an integral part of the team and must possess the following:

- Meticulous organizational skills with a demonstrated ability to meet deadlines, manage budgets, and keep timely correspondence;
- A "team player" who understands the dynamics of working within a small, productive staff that is constantly dependent on and accountable to one another;
- Outstanding oral and written communication skills, including the means to address issues in non-confrontational way, but nevertheless with determination; a track record as an effective communicator; the presence and credibility to serve as an effective spokesperson for USA;
- A "doer" with a willingness to work hands-on in developing and executing a variety of activities ranging from the internal day-to-day to the highly creative; an energetic, alert, hardworking person, able to take immediate action when necessary;
- Demonstrate maturity, curiosity, and a sense of humor; is at ease with collaborating both internally with staff and externally with public entities;
- Ability to work effectively with an incredibly diverse community.

## **EXPERIENCE**

- At least three to five years full-time work experience as an Executive Assistant
- Experience working in a fast-paced, entrepreneurial environment
- Experience with Microsoft office software, database programs, and social media platforms
- Some night and weekend availability for USA events and ability to travel occasionally

## **COMMITMENT & COMPENSATION**

- This position is full-time, and maintains 40 hours per week (Monday-Friday)
- Salary is competitive and commensurate with experience
- Excellent employee benefit package, including health, life, disability, vision, and dental insurance per company policy; eligibility for other benefits, including the 403(b), holiday, sick, and vacation will take place per company policy

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To apply, please email a cover letter, resume, and three references in a single PDF to [jobs@unitedstatesartists.org](mailto:jobs@unitedstatesartists.org), and indicate "Executive Assistant" in the subject line. The deadline to apply is 5pm CST on July 6, 2018. Additionally, please email all inquiries to the same address. No calls please.

*United States Artists (USA) is committed to a policy of nondiscrimination as an Equal Opportunity Employer. USA's policy is to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental handicap unrelated to ability, sexual orientation, religion, political philosophy, unfavorable discharge from military service or age in all phases of employment practices, and facilities in accordance with all applicable laws. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*