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# THE SHED

THE **BLOOMBERG** BUILDING  
545 West 30th Street  
New York, NY 10001

## **Job Description: Executive Assistant to the CEO**

### **About The Shed**

The Shed commissions original works of art, across all disciplines, for all audiences. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed brings together leading and emerging artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, is a 21st-century space of and for New York City.

### **About the Position**

The Shed is seeking an organized, responsible, and multi-talented individual to provide high-level administrative support for the Artistic Director and CEO (AD/CEO). The Executive Assistant (EA) organizes the day-to-day operation of the office and establishes administrative priorities, manages office workflow, drafts correspondence, manages complex schedules and travel arrangements, handles a broad range of complex inquiries, issues, and confidential materials, and has significant interaction with executive staff, board members, artists, and other key stakeholders.

### **Key responsibilities include, but are not limited to**

- Extensive calendar management; ensure AD/CEO's priorities are reflected in schedule of meetings; liaise with staff members to organize workflow of AD/CEO so that institutional deadlines are met; field all internal and external requests for meetings
- Manage 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
- Draft agendas, prepare presentations, and ensure AD/CEO is prepared with relevant material and information in advance of meetings
- Track meeting follow up, arrange gifts, draft follow-up correspondence
- Arrange all aspects of travel arrangements for extensive domestic and international travel schedule including, but not limited to, obtaining proper travel visas, booking flights, hotel reservations, local transportation, and providing agendas and itineraries
- Maintain Google contacts and institutional database; ensure regular upkeep of stakeholder information, including data clean-up, address and salutation updates, create new records, and other general data entry as necessary
- General office administration responsibilities including filing, faxing, photocopying, scanning, processing and distributing mail, messenger packages, and express mail packages
- Process monthly credit card statement reconciliation and track expenses for production and departmental budgets
- Support AD/CEO with various administrative tasks including vacation request tracking and invoice approval
- Supervise administrative assistant in the execution of the above
- Provide coverage for other executive assistants, as needed

### **Qualifications and Qualities**

- High school diploma required; bachelor's degree strongly preferred
  - Four or more years of relevant experience
  - Previous experience supporting senior executives and managing complex calendars is preferred, as well as the ability to work well under pressure in a busy and dynamic environment
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- Professional demeanor and ability to interact comfortably with VIPs, senior staff, and the general public is essential
- Must be diplomatic and discreet in handling highly confidential material, have excellent verbal and written communication skills
- Must be organized and efficient in managing his or her own time and the time of the director, in meeting deadlines, and in coordinating work on several projects at once
- Must be proficient with both PC and Mac platforms, Microsoft Office, Adobe Acrobat, and G Suite

**Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

**Application Process**

Interested candidates should complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Internal Career Center page [here](#). Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.