



## Institute of Contemporary Art, Los Angeles (ICA LA) Executive Assistant

**For immediate hire:** Executive Assistant

**Reports to:** Executive Director

**Status:** Full-time / Exempt

**Salary:** \$60-65,000, commensurate with experience

**Benefits:** Healthcare (including vision and dental), vacation, sick leave, and paid holidays, following a trial period

### Overview

Founded in 1988 as the Santa Monica Museum of Art (SMMoA) and reestablished in 2017 with a new identity and home in Downtown Los Angeles, the Institute for Contemporary Art, Los Angeles (ICA LA) is building upon a distinguished history of bold curatorial vision and innovative programming to illuminate the important untold stories and emerging voices in contemporary art and culture.

The Executive Assistant will join ICA LA at an exciting moment of growth. Led by Good Works Executive Director Anne Ellegood and Board President Laura Donnelley, ICA LA recently completed an ambitious, multiyear strategic plan to help realize a new vision for artists, students, and all stakeholders in Downtown LA and beyond. Under the direction of the Executive Director, the Executive Assistant will help ICA LA pursue its mission: *to support art that sparks the pleasure of discovery and challenges the way we see and experience the world, ourselves, and each other.*

ICA LA's team and volunteer leadership are both anticipated to grow over the coming years, and the Executive Assistant will play an essential role in that growth. The Executive Assistant will support the Executive Director by actively assisting with the coordination, scheduling, and day-to-day communication with staff, Board members, donors, and other stakeholders in the field, while directly supporting the Executive Director's administrative responsibilities spanning multiple departments.

### Primary Responsibilities

In particular, the Executive Assistant will:

- Oversee and maintain ICA LA's central organizational calendar, with a particular focus on the needs of the Executive Director, by scheduling quarterly Board meetings, Board committee meetings, senior staff meetings, and one-on-one meetings with staff, stakeholders, and others;
- Manage all related correspondence, calendar invites, meeting room setup/breakdown, hospitality, testing of related technologies, and booking of local, national and international travel and accommodations;
- Additionally, prepare the Executive Director for these meetings by gathering and, when appropriate, drafting correspondence, documents, agendas, itineraries, and expense reports;
- Maintenance of all print/digital files and record-keeping systems related to the Executive Director's activities, including meeting minutes, lists of follow-up actions, and, when requested, providing support to carry-out these actions;
- Directly supporting the Executive Director's work to build and maintain philanthropic relationships by actively requesting and documenting contact reports; performing the Executive



Director's development database entries; and providing support to the Development team to assess and maintain the Executive Director's portfolio;

- As a primary liaison to the Board of Directors, provide similar kinds of assistance (as described above) to the President or other Officers of the Board;
- Create presentations and edit lectures for ED's public speaking; staff and Board presentations; and other assignments; assist with drafting and editing of Annual Report;
- Provide general office management;
- Provide support to regularly maintain, assess, and upgrade all cross-departmental systems, physical and digital, including liaising with key staff, consultants, and service providers;
- Be the primary contact for IT-related activities for the museum;
- Plan, book, and coordinate all domestic and international travel for the Executive Director and process receipts and expenses;
- Assist with the recruitment and general onboarding of new employees, volunteers, and interns, including the request and filing of all employee paperwork and related needs;
- As directed by the Executive Director, manage or carry-out occasional HR, financial, or legal administrative duties, in close coordination with her, the Board of Directors, bookkeeper, and senior staff;
- Receive the Executive Director's visitors and appropriately represent the museum to these and other stakeholders, whether artists, donors, colleagues, or community leaders;
- Assist the Executive Director in all day-to-day office activities, including but not limited to phone calls and messages, emails, mail, and other general duties.

### **Qualifications and Qualities**

The ideal candidate for this position aspires to the following qualifications and qualities, equivalent experience, or comparable contributions to their community:

- An early-to-mid-career professional, based in or willing to relocate to Los Angeles, with three-to-five years prior experience supporting an Executive Director and/or a Board of Directors in an arts, education, or related sector, nonprofit or otherwise;
- Possesses excellent written and verbal communication skills, on- and offline;
- Understanding and/or familiarity of nonprofit Board administration desirable;
- As an independent worker, aims to always be decisive, responsive to deadlines, assess needs, prioritize accordingly, and creatively troubleshoot;
- Empathetic and attentive in their approach to the often-evolving needs of a dynamic team;
- Demonstrates exceptional judgment and discretion in handling confidential and sensitive matters;
- As an individual, cares about the cultural sector and would be enthusiastic about joining a team that works closely with artists and the surrounding community in Downtown LA;
- Enthusiastic about ICA LA's commitment to diversity, equity, and inclusion;
- Holds a bachelor's degree, equivalent experience, or contributions;
- Occasional availability to work nights and weekends;
- Any level of proficiency in language(s) other than English, notably Spanish and Asia/Pacific Island languages, is a plus.



- Comfortable with technology, and proficient with software such as Google Suite, cloud storage, donor database (Bloomerang), Microsoft Office, Photoshop, and Adobe Acrobat
- Valid CA Driver's License.

### **Accessibility**

- The Executive Assistant's role is a full-time, in-person role. ICA LA's offices are located at 1717 East 7th Street, Los Angeles.
- The Executive Assistant role involves remaining in a stationary position most of the time in front of a computer, using a keyboard, mouse, phone, and other office equipment; and moving about the work site to coordinate and attend meetings, and access storage and other facilities.
- All public spaces at ICA LA are wheelchair accessible, including bathrooms. ICA LA's offices are lofted and currently accessible by stairs only. However, the museum is committed to providing the same access, benefits, and privileges to workers with disabilities that are available to similarly situated employees without disabilities.

### **Terms of the Position**

The Executive Assistant position is a full-time exempt role, with occasional evening or weekend commitments. Compensation includes salary in the range of \$60-65,000, commensurate with experience, plus a benefits package that, following a trial period, includes healthcare (including vision and dental), vacation, sick leave, and paid holidays.

### **Application Process**

Interested candidates should submit a resume and cover letter to [opportunities@theicala.org](mailto:opportunities@theicala.org). For candidates who advance, writing samples and references will be requested. To learn more about ICA LA, please visit [www.theicala.org](http://www.theicala.org). No calls or in-person unscheduled visits, please.

### **Equal Opportunity Employer**

ICA LA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.