

**Baltimore Office of Promotion & The Arts, Inc.**  
**Senior Administrator**  
**Position Description**

The Senior Administrator (SA) for the Baltimore Office of Promotion & The Arts (BOPA) is a full time hourly non-exempt position, reporting to the Chief Executive Officer (CEO). The individual serves as the assistant to the CEO with the primary responsibility of managing proficient operations of the CEO's office. The SA is the liaison to the Mayor's office and BOPA/BFAI board members and other senior corporate and association officials. The SA researches, prioritizes and follows up on special external projects for the CEO. These projects may be sensitive or confidential and require discretion and excellent judgment. The SA is also an extension of the Administrative Team and assists with duties relating to office function.

**Responsibilities**

- Manage the CEO's calendar in order to determine the workflow and priorities; coordinates schedules for external appointments and internal activities with the CEO.
- Exercises sound judgment, tact and courtesy in all dealings with visitors, staff, board members, public officials and general public, ensuring a quality and timely response.
- Composes and edits correspondence from the offices of the CEO.
- Prepares for and provides communication from the CEO's Office and internal departments and external stakeholders meetings; participating in external meetings, and follow up as needed
- Provides assistance to members of the Senior Management Team to move projects forward by coordinating with department heads to gather information, and create agendas and documents for internal and external meetings.
- Researches, prioritizes and follows up on issues concerning the CEO including those of a sensitive or confidential nature and, where appropriate, recommends an appropriate course of action, referral or response.
- Arranges the CEO's travel plans and itineraries
- Maintains the CEO's expense reports, receipts and credit card expenses and prepares monthly reconciliation.
- Schedules all yearly, monthly, weekly and special meetings of the organization's Strategic Planning Team and BOPA Board.
- Maintains and updates the Board with appropriate and timely notices of meetings, agendas, and all collateral lists and meeting materials; tracks responses.
- Attends and records all minutes of Board meetings, and other meetings as appropriate.

## **Requirements**

- Bachelor's degree and minimum of 3 years experience in a fast paced environment supporting senior executives, strongly preferred.
- Excellent skills in all aspects of Microsoft Office (specifically Outlook, Word, Excel and Power Point), Adobe Acrobat, and Social Media web platforms, preferably at the expert level but no less than at the intermediate level;
- Technology Savvy with the ability to trouble shoot and resolve technology issues
- Excellent verbal and written communication skills; strong interpersonal, customer service, time and project management skills.
- Must be self-motivated and results-oriented; have strong editorial skills with attention to detail; able to prioritize and manage multiple projects; able to anticipate issues and problem-solve; requires flexibility and ability to work independently and effectively under pressure; thrive in a collaborative environment while being able to take direction
- Must be a team player and able to develop effective working relationships with staff, City Officials, Board members, Friends of BOPA and other BOPA affiliates/partners.
- Requires a strong work ethic, high level of professionalism and diplomacy.
- Discretion handling and maintaining confidential sensitive information.
- Ability to take the initiative and work with little or no supervision

## **Compensation**

- Salary commensurate with experience
- BOPA offers a robust benefits package including medical, vision, dental, life, 403B retirement plan with employer match, vacation, sick leave and, transportation subsidy
- Intrinsic benefits include a front row seat to the visual and performing arts throughout Baltimore City and the region.

## **Application Process**

Submit cover letter and resume (with your name and job title in subject line) as one pdf document by June 2, 2017 to: [humanresources@promotionandarts.org](mailto:humanresources@promotionandarts.org). No Phone Calls Accepted.

The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people-including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion-are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.