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**Interlochen Center for the Arts seeks a creative experienced professional to serve as an administrative assistant in the office of the President** of Interlochen Center for the Arts. The Assistant to the President supports all operational and administrative functions of the office of the President. While the position will report to the Executive Assistant to the President, the Assistant to the President will take direction and complete all administrative requests of the President.

**Major Responsibilities:**

Responsibilities of the Assistant to the President include managing all communications, contacts, calendar, travel, conflict resolution, research and other professional activities. The Assistant to the President collaborates with other departments and offices on planning institution wide functions, including special events sponsored by the President's Office and special projects such as dinners and receptions at the President's House or otherwise off-site location. The Assistant to the President has regular contact with the president, senior management team, the Board of Trustees, faculty, staff, students, parents, donors, and patrons of Interlochen Center for the Arts.

**Office and Administrative Coordination:**

- Provide executive level support for the President and Executive Assistant to the President with responsibility for coordinating project activities, information retrieval, and complex administrative matters.
- Support the coordination of a complex calendar of appointments, meetings, travel, social engagements, and functions of the institution and the office of the President. Handle all travel, transportation, and logistics as requested. Routinely communicate with the President, Executive Assistant, senior leadership and appropriate internal stakeholders to ensure they are all integrated on key appointments.
- Coordinates with discretion and confidentiality the flow of incoming communications and outgoing communications by receiving, routing, and/or responding to incoming paper and email communications and determining the appropriate office or department for outgoing communications. Prepares correspondence for the President's signature.
- Serves as the main point of contact for all callers and visitors of the president's office; includes greeting guests, providing information and directions, conflict resolution, and campus tours as needed.
- Perform a wide range of operational and executive support for the President and the Executive Assistant to the President and Corporate Secretary.
  - Expense Reporting, as well as the reconciliation of corporate credit statements.
  - Process work orders, transportation, lodging, dining services, and custodial requests.
  - Process invoices and purchase requisitions, order office supplies, process copy requests.
  - Assist with research and designing visual presentations, graphics, etc.
- Develop and implement clear filing conventions for easy and quick retrieval of documents, notes and material. Maintains accurate files, records and documentation.
- Coordinates meetings and conference calls with various groups; prepares appropriate meeting materials.
- Monitors the status of projects and initiatives as assigned.

**Liaison to Departments:**

- Partner with all business units and departments to carry out administrative requests with reference to internal and external communications; such as acknowledgment letters, birthday cards, employee recognition, guest artists engagement, marketing, donor phone calls, reports, required signatures, and correspondence tracking and communication.
- Effectively manage internal relationships between all departments and business units to facilitate and support information exchange with key stakeholders, the office of the President and the Senior Management Team. Meet regularly inform institutional engagement and cross-functional implications as it relates to the President and Senior Management Team.
- Serves as liaison and coordinator for various functions of the President Office; including major events on campus as well as dinners and receptions at the President's House or otherwise offsite location; institutional activities; engagement (regional, national and international). Schedule events with appropriate offices, advising/contacting participants or invited guests, preparing agendas and programs, arranging for audiovisual and associated support equipment.
- Other responsibilities may be assigned based on institutional needs.

**Required qualifications include:** Excellent interpersonal, oral and written communication skills; organizational skills; resourcefulness, able to think critically and make clear, well-reasoned and timely decisions; experience writing a range of content; a demonstrated ability adapt, problem solve and organize competing priorities and projects; strong attention to detail; and an ability to establish relationships and interact effectively with diverse constituencies. Technological proficiency preferably in Google Suite (Google Docs, Sheets, Slides, Mail, Calendar); proficiency in Salesforce or otherwise similar CRM; some graphic arts experience, Adobe iDesign, PhotoShop Acrobat and the use of a Mac a plus. A high degree of discretion, good judgment and the ability to maintain confidentiality is essential. The successful candidate must also have a demonstrated ability to interact in a professional and friendly manner at all times.

**Minimal Qualifications:**

Experience serving at the C-suite level, preferably President or CEO with at least five years of increasing responsibility in a secretarial or administrative capacity, including extensive knowledge of current office practices and procedures and experience in collaborating regularly with many different individuals at all levels of the organization. Bachelor's degree with demonstrated academic achievement. Previous experience in an educational arts nonprofit is desirable.

**Qualifications:**

- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Thorough knowledge of English grammar, spelling, and punctuation.
- Expertise interacting with and acting as a representative for high-level executives. Demonstrated ability to communicate and interact discreetly and effectively with senior administrators, board members, donors, faculty, staff, students, alumni, and members of the general public with regard to a wide variety of subjects and matters.
- Demonstrated successful executive support skills, including considerable independent judgment, strong ability to anticipate needs and address them proactively.

- Highly developed ability to demonstrate credibility, maturity, integrity, and ability to use discretion and make sound decisions having a broad administrative impact and implications.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Demonstrated ability to effectively interpret, organize and present information and ideas in written or presentation form.
- Excellent organizational and time management skills with the ability to set priorities and coordinate multiple assignments with fluctuating and time sensitive deadlines.
- Thorough knowledge of presidential duties and priorities and knowledge of, or ability to quickly learn, the functions of the President's Office.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere by providing a high degree of professionalism.
- Ability to work effectively in a high-level, high-profile, and fast-paced environment, with frequent interruptions and multiple levels of activity and priorities, while maintaining professional composure.
- Excellent computer and technology skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- A demonstrated interest and ability to quickly learn Interlochen's infrastructure, policies, and procedures.
- Demonstrated customer-oriented and service centered attitude.

The ideal candidate will have an understanding and ability to develop a passion for the following qualities of teamwork: Openness and Trust; Active, Engaged Debate; Commitment to Action; Accountability; Focus on Results.

Openness and Trust are the springboard to Active, Engaged Debate. Active, Engaged Debate illuminates the options for our consideration. A shared Commitment to Action is the act of deciding among those options and Accountability is the discipline to translate our decisions into plans and action. A Focus on Results is our commitment to fully channeling our creative energy to achieve ambitious goals we have set for ourselves.

**Requirements of the position:**

- Must be able to work additional hours, weekends, occasional holidays and adjust working hours to meet special jobs.
- Must be willing to travel to support off site board meetings or events planned by the President's Office.

**Additional Information:**

**Compensation and Benefits:** A competitive salary that will commensurate with experience and qualifications. Medical, Dental, Vision, TIAA retirement plan, holiday and vacation time, ticket discounts to performances and lunch is provided (when Dining Services is open). More information about Interlochen Center for the Arts can be found on our website, [www.interlochen.org](http://www.interlochen.org).

**Application Process:**

**Required documents for application are: cover letter/letter of interest explaining why the position interests them, a professional vita/resume and a current listing of three**

**references.** You can additionally upload these documents during the submission of the application process by selecting "Apply and continue to upload documents" button. Please upload your documents in a pdf format.

Review of materials will commence immediately and continue until the position has been filled. Materials submitted will be held in strictest confidence, and references will not be contacted without the permission of the applicant.

**The next step of the application process will ask you a series of questions, some are required by the EEOC concerning Protected Veteran Status and Voluntary Self-Identification of Disability. For more information please view the following hyperlinks.**

[EEOC Voluntary Self-Identification of Protected Veteran Status](#)  
[Voluntary Self-Identification of Disability](#)

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