



**An invitation to apply for the position Executive Assistant to the Director
at the Baltimore School for the Arts**

The Search:

The Baltimore School for the Arts (BSA) seeks an exceptional Executive Assistant to support the Director of the school.

The successful applicant will serve as the first and primary contact point to the director of the school, coordinating appointments and meetings with many constituencies including students, faculty, board members, foundation staff, administrators from Baltimore City, alumni and frequent visitors of all kinds. The individual will need to become familiar with the unique operations of the school and its supporting foundation.

The role of Executive Assistant requires the ability to effectively manage a large amount of information that interacts in complex ways. Managing this workflow within established deadlines and coordinating with other staff is integral to this position. Duties also include managing verbal and written correspondence.

This person staffs the BSA Board, providing meeting reminders, attendance, agendas, minutes and other documents and correspondence as needed. The ability to professionally and effectively interact with an extremely broad range of partners, students, families and guests is necessary.

Dependent on qualifications, this position may also include the following responsibilities:

Arts Management:

Many of BSA's performance projects cross disciplinary lines (eg. combining dance & theatre). The successful applicant may have the responsibility of coordinating production of interdisciplinary projects by serving as liaison between the specific arts areas. Knowledge of and experience with artistic production processes is an advantage.

IT Project Management:

BSA's Information Technology system serves a variety of needs--communication with a diverse and far-flung staff, communication with students and parents, serving education needs in the academic and artistic workspace and managing school and student data. The successful applicant may have the responsibility for designing and instituting new IT projects. Fluency with Information Technology and an awareness of trends in this field is an advantage.

This is a year-round, salaried position. The standard work schedule is 8:30 am- 4:30 pm. Hours may be adjusted due to scheduling changes or after-work events where attendance may be necessary. Salary is dependent on the successful candidate's qualifications. Vacation schedule is generous. Benefits are not included.

Qualifications:

The successful applicant will

- be an exceptional communicator with a wide variety of constituencies
- be comfortable in a fast-paced environment
- have excellent organizational skills with the ability to prioritize work and be proactive
- be detail-oriented and comfortable with written business correspondence
- be dedicated to completing projects in a timely manner
- be fluent with basic office software within the Google Suite

Principal constituencies:

Students, Families of Students, BSA Staff, BSA Board of Trustees, BCPS management personnel, Artistic Institutional Partners, General Public

Compensation and Benefits:

The Executive Assistant to the Director will become an employee of the Baltimore School for the Arts Foundation

Interested candidates should email a resume and a cover letter directly to careers@bsfa.org