

Position Announcement/Description

Midland Center for the Arts Midland

Position Title: Executive Communications Coordinator

Classification: Full Time; Non-exempt,
Hourly

Compensation: \$18-\$20 per hour

ABOUT MIDLAND CENTER FOR THE ARTS

A cultural destination in the heart of Michigan, the Midland Center for the Arts is on a dynamic course of growth and change, including a \$47 million capital campaign and renovation that will allow the organization to recover from the floods of 2020 and create a state-of-the-art Center for art, science, history, education, and performance activities that benefit the entire region.

The Center's unique business and program model creates unusual and exciting opportunities: The Center features a four-story museum of science and art, a 1,500-seat proscenium theater and a separate 400-seat theater housed within an architecturally significant mid-century modern building, as well as an off-site history center comprised of historical homes and museum facilities. In addition to museum programming and performing arts presenting, the Midland Symphony Orchestra, a professional regional symphony, the Center Stage community theatre and choirs all fall under the Center's umbrella.

POSITION CONCEPT

Under the direction from the C.E.O. this position is responsible for the daily coordination of the C.E.O.'s schedule, administrative support needs, executive support needs, and board support needs. This position plans and coordinates various events for the executive team and for board activities.

DUTIES AND RESPONSIBILITIES

The duties of this position include, but are not limited to:

- Coordinates the C.E.O.'s schedule, assisting in arranging meetings and rescheduling meetings as necessary.
- Handles various Executive communications, including but not limited to, coordinating executive meetings, drafting messages to be sent out to the public and or internally, and assisting in creation of communication documents as requested.
- Supports the Board of Directors as needed, which includes but is not limited to, taking minutes for board meetings, gathering requested data, creating presentation materials, presenting requested data, and scheduling/planning board events, meetings, and activities.

- Supports the CEO's various administrative needs including but not limited to assisting in credit card receipt upload and allocations, expense reports, document preparation, contract assistance, and more.
- Prepares drafts for various written communications to external stake holders as requested.
- Creates and/or coordinating the creation of PowerPoints for all-staff meetings and for any other requested reason.
- Writes support letters as requested.
- Orders food or coordinate with hospitality, for various events.
- Plans events as requested by the C.E.O./executive team, or by the Board of Directors.
- Attends meetings and record the discussion as requested.
- Handles confidential information, discreetly.
- Other duties as assigned.

General Expectations:

- Operate standard office equipment and required software applications.
- Perform other duties and responsibilities as assigned.
- Upholding the values and culture of the organization, adhere to all policies and procedures, and contribute positively to the organization's goals and objectives.
- Attend all required meetings and trainings, including but not limited to: safety trainings, HR, and DEIA trainings.

REQUIRED SKILLS/QUALIFICATIONS/EDUCATION:

Education and Experience Requirements

- 3+ years related experience
- Ability to work required schedule. Typical schedule is Monday-Friday 8am-5pm but some evenings will be required as needed for events and board meetings. Some weekends may be required on occasion.

Preferred Candidates will also possess:

- Previous experience working with a Board of Directors

Essential Skills:

The ideal candidate will have skill and experience with:

- Operating standard office equipment and using required software applications, including Microsoft Office Suites.
- Establishing relationships with all departments and understanding objectives and expectations.
- Managing conflicting priorities, demonstrating an ability to know, understand, and meet deadlines.
- Partnering with other functional areas to accomplish objectives.
- Organizing, managing, and tracking multiple detailed tasks and assignments with frequently changing priorities in a fast-paced work environment.
- Communicating effectively, both verbally and in writing.
- Working independently as well as collaboratively within a team environment.
- Providing a high level of service in a calm and professional manner.