

**ALASKA CENTER FOR THE PERFORMING ARTS
JOB DESCRIPTION**

Title: **ADMINISTRATIVE ASSISTANT**
Department: Administration
Salary Grade: Grade 6 (\$15.07-\$20.34)
Scheduled Hours: 8:00am – 5:00pm Monday through Friday
Full Time; Non-Exempt
Reports To: President

SUMMARY

The *Administrative Assistant* provides clerical support to the administrative office as necessary for the President and other department heads; keeps the corporation records; organizes all board meeting preparation and follow-up; greets and directs arriving visitors; answers telephone calls providing information or directing calls as appropriate in order to provide the public with efficient, courteous assistance.

RESPONSIBILITIES AND DUTIES

- 1. Greet callers at front desk. Responds to questions; directs visitors to appropriate staff members.**
 - 1.1 Opens and closes administrative offices daily.
 - 1.2 Answers telephone, provides information, connects callers to appropriate staff members and helps callers find assistance.
 - 1.3 Opens, sorts, date-stamps, and distributes incoming mail. Manages postage meter accounts and all shipping accounts. Prepares outgoing mail.
 - 1.4 Sets up and strikes conference room for meetings and other events.
 - 1.5 Keeps the kitchen area stocked, clean and maintained. Makes coffee in the morning and for meetings and events.
 - 1.6 Assists public with lost and found; arranges sale/disposal of items not claimed.
 - 1.7 Assists public with information about Town Square Park brick locations.

- 2.0 Provides administrative support to various departments.**
 - 2.1 Assists President in preparing for Board of Directors meetings and Board committee meetings by typing agendas, organizing board packets, notifying members of meeting dates, setting up meeting room, recording/transcribing minutes. Maintains Board of Directors records, updating as needed.
 - 2.2 Files correspondence, reports and records; maintains and updates corporate records; maintains record archive system, auditing at least once a year.
 - 2.3 Gathers statistical information for annual reporting including daily and monthly reports from Front of House staff.
 - 2.4 Maintains/updates critical phone/contact lists; distributes bi-weekly event calendars to local downtown business such as restaurants, hotels, etc.
 - 2.5 Assists President in posting job positions on line and to email distribution list, collecting and distributing job applications, and submitting all paperwork to HR when the position has closed. Maintains confidentiality of applicant hiring process.
 - 2.6 Composes and types routine correspondence; supports administrative staff when necessary.

- 2.7 Distributes incoming/outgoing email communications.
- 2.8 Assists in resolving copier, fax and printer problems.
- 2.9 Keeps Copier room stocked, cleaned and maintained.
- 2.10 Manages and orders office supply inventory and office equipment, adhering to budgetary constraints.
- 2.11 Oversees banner requests and hanging schedule.
- 2.12 Assists Director of Development with set-up of the patron lounge prior to events.
- 2.13 Maintains a purchase order supply inventory for patron lounge, kitchen, and office supplies.
- 2.14 Assists with counting artist merchandise inventory and preparing inventory paperwork.
- 2.15 Supports all paperwork filing, folder creation, and general administrative endeavors as requested by Vice President, Department Heads, and Managers.

3.0 Provides support to accounting activities.

- 3.1 Prepares/makes all bank deposits on a weekly basis from the different revenue centers: box office, booking, vending, merchandise, etc.
- 3.2 Directs invoices for approval to proper department head or codes as appropriate prior to submitting to accounting technician.
- 3.3 Assists accounting technician by filing all non-personnel related paperwork as directed.
- 3.4 Manages all petty cash funds.

4.0 Performs periodically.

- 4.1 May assist with special events and event set-up/strike with Event Manager.

5.0 Performs other duties as required.

Accepted by _____
Administrative Assistant

Date _____

Approved by _____
President

Date _____

ACPA, Inc. is an Equal Opportunity Employer

**ALASKA CENTER FOR THE PERFORMING ARTS
POSITION SPECIFICATIONS**

JOB TITLE: ADMINISTRATIVE ASSISTANT (Front Desk)
GRADE: Grade 6

Associates Degree or equivalent.
Five years of clerical experience.
Ability to exercise initiative and to work under general supervision.
Ability to provide courteous, helpful service to visitors, callers, donors and staff
Demonstrated organizational skills.
Ability to operate Windows 2010 compatible PC
Ability to word process 50 WPM, minimum.
Ability to find creative solutions to solve problems.
Ability to write reports, minutes and correspondence.
Ability to spell accurately.
Ability to maintain a professional and tidy reception area as the first impression of visitors to the Administrative Offices.
Knowledge of basic accounting principles and business math.
Ability to keep critical information confidential.
Ability to work occasional overtime.

PHYSICAL DEMANDS OF POSITION:

Stand, sit, stoop, walk, and climb stairs.
Lift or move 25 lbs.
Remains at reception area, with long periods of sedentary work activity.

Reasonable accommodation will be explored to enable persons with disabilities to perform essential functions of the job.

WORK ENVIRONMENT: Usual office surroundings; moderate to low noise level.

APPEARANCE AND DRESS: Professional attire appropriate to a public contact person.

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