

Confidential Assistant to the Council

Title code: 99501

Service category: Unclassified service as per Alabama Code 36-26-10

Compensation: Pay range #70 (\$37,612.80 - \$62,894.40)

Overview

The Confidential Assistant to the Council serves as both the Board Manager for the Council and Executive Coordinator for the Executive Director. This position must provide exceptional support services for both public-facing and internal programming and activities. This is a full-time position with the Alabama State Council on the Arts, a state agency, and is based in Montgomery.

Responsibilities

Board Management

- Provide administrative support services to the Council, and provide all logistical planning for quarterly Council meetings, including preparation of materials, logistics for committee and Council convenings, and all hotel and travel plans.
- Draft correspondence, agendas, and meeting minutes for Council and committee meetings.
- Create and maintain board materials in SharePoint for Council and committee meetings.
- Ensure the Council is in full compliance with the Alabama Open Meetings Act, submitting upcoming meeting details to the Secretary of State by required deadlines.
- Coordinate public hearing correspondence, scheduling, and day-of execution.
- Assist in the training process when welcoming a new Council member(s) and ensure that the Council Member Handbook is always up to date.
- Ensure efficient and effective communication between Council staff and Council members.
- Draft correspondence to third party organizations, foundations, and individuals as directed by senior management for strategic alliance follow-up.

Executive Services

- Provide administrative and project management support for the Executive Director.
- Assist Executive Director with calendar and correspondence management.
- Coordinate legislative outreach efforts, including routine correspondence and special projects.
- Prepare agendas and for routine and special Staff and Partner Meetings.
- Assist Executive Director with in state and out-of-state travel plans and corresponding travel reimbursements, acquiring out-of-state travel approval from the Governor's Office when necessary.
- Serve as a liaison with Council staff to help communicate the Executive Director's priorities for the agency.
- Maintains a high level of discretion and confidentiality and a calm demeanor when communicating on behalf of the Executive Director.

Event Planning and Project Management

- Coordinate events and meetings related to projects and programming of the Council (such as Bill Bates Leadership Institute, Celebration of Alabama Arts, etc.) to include, but not limited to:
 - overseeing meeting/event logistics,
 - reserving any needed venues and equipment,
 - coordinating catering services,
 - communicating with participants/constituents, and
 - preparing documents, presentations and talking points.
- Coordinates with the procurement officer to ensure that supplies are purchased and available in advance of meetings and events.
- Provide grant management assistance and meeting coordination for the "Support the Arts" License Tag grant program.
- Build relationships and maintain contact lists for relevant state arts organizations, state government agencies, state legislators, regional arts organizations (South Arts), and national/federal arts associations (NASAA, NEA).
- Ensures meeting spaces are set up and ready in advance of activities, to include supplies, refreshments, equipment, computers, projectors, and other tools.

Other Duties as Assigned:

- Assists in processing agency mail.
- Enters information into multiple agency calendars and databases, as appropriate.
- Participates in agency strategic planning.
- Assist with limited Foundant grants system management tasks.
- Represent the Council at special projects and events.
- Collaborates closely with other agency programs and departments.
- Fulfills other duties consistent with supporting agency projects, programs, and events.

Qualifications:

Required Qualifications:

- Bachelor's degree or equivalent experience. Fields such as arts administration, public administration, business administration, or office systems technology are preferred but not required.
- Minimum of three years of professional administrative experience in office management, event planning and coordination, project management, or providing executive support services.
- Ability to treat sensitive information with appropriate discretion.
- Excellent customer service, organization, communication, and writing skills.
- Proficiency in Microsoft 365 Suite and proven ability to learn new software systems.

Preferred Qualifications:

- Experience with board management.
- Knowledge or experience reflecting a broad background in the arts.
- Experience coordinating legislative efforts.

Required Knowledge:

- **Office Administration and Management** - Thorough knowledge of business and management principles involved in planning, resource allocation, and coordination of people and resources, comprehensive knowledge of administrative office procedures and systems.
- **Customer Service** - Thorough knowledge of principles and processes for providing excellent internal and external customer service.
- **Technology** - Knowledge of office electronic equipment, computer hardware and software, and videoconferencing systems.

Required Skills:

- **Critical Thinking** - Uses logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the needs identified; Combines pieces of information to form general conclusions or recommendations.
- **Written Communication** – Preparation of written materials using accurate spelling, punctuation, and grammar. Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees, Council members, and constituents.
- **Judgment and Decision Making** - Exercises appropriate judgment in establishing priorities and resolving complex matters; Considers the relative costs and benefits of potential actions to choose the most appropriate one.

Required Abilities:

- **Communication** - Excellent ability to communicate complex ideas and proposals effectively in a fast-paced environment so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle all interactions and issues with poise, tact, and diplomacy and in a confidential manner.
- **Context:** Ability to understand and work within the parameters of an executive branch state agency.
- **Coordination of Work** - Ability to establish and implement effective administrative and management programs and procedures. Ability to perform work in a detail-oriented environment with overlapping timelines, complex information flow, and multiple projects. Ability to plan and organize daily work routine. Maintains a calendar for meetings, deadlines, and events.
- **Confidentiality-** Understanding of what information is sensitive and the necessity of keeping pertinent details confidential.
- **Diplomacy-** Ability to manage a variety of interpersonal relationships in a calm, positive, solutions-oriented manner with Council members, staff, partners, constituents, and other state employees.

Other Requirements:

- The position is based at the Alabama State Council on the Arts office in Montgomery.
- Travel to board meetings and occasionally other meetings and events, sometimes on evening, weekends, or overnight. Average of 5 nights per year out of town overnight.
- Punctuality, regular attendance, and adherence to daily work schedule are essential.
- Light lifting and long periods of sitting.
- The employee may be required to operate a state vehicle and must possess and maintain a valid Alabama driver's license.

Inquiries and application materials (resume and cover letter) will be accepted beginning on April 16, 2024 and should be submitted to Elliot Knight at elliott@arts.alabama.gov. Applications will be reviewed on an ongoing basis and the position will remain open until filled. The State of Alabama is an equal opportunity employer.

The Council on the Arts is the official state agency for the support and development of the arts in Alabama. The mission of the Alabama State Council on the Arts is to enhance the quality of life and economic vitality for all Alabamians by providing support for the state's diverse and rich artistic resources. The Council works to expand and preserve the state's cultural resources by supporting nonprofit arts organizations, schools, colleges, units of local government, and individual artists. Arts programs, assisted by Council grants, have a track record of enhancing community development, education, cultural tourism, and overall quality of life in all regions of the state. The Council was established in 1967, employs seventeen professional staff members, and operates with an annual state appropriation of over five-million dollars plus \$950,000 in federal funds provided by the National Endowment for the Arts. Over 450 grants to 225-plus organizations, schools, and individual artists are awarded and administered annually.

