



**CONTEMPORARY
CALGARY**

**701 ELEVENTH STREET SW
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Executive Assistant to CEO – Full Time

Contemporary Calgary aims to provide Calgary and its visitors with a significant visual arts destination dedicated to modern and contemporary art. Contemporary Calgary shares a passion for art that is relevant, meaningful and challenging, and we believe in the power of art to transform the places and the lives we live. We are seeking a full-time Executive Assistant to CEO to join the Contemporary Calgary team.

Contemporary Calgary is an equal opportunity employer committed to creating a diverse, respectful and inclusive environment, and encourages applications from all qualified candidates for this position.

Please apply with a cover letter and resume by November 22, 2024 to careers@contemporarycalgary.com

Subject Line: Executive Assistant
Not all applicants will be contacted for an interview

Salary
\$60,000 per annum.

Job Description

Under direction from the CEO of Contemporary Calgary the Executive Assistant will be responsible for a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization and ensure efficient and effective day to day operations. The EA will communicate and maintain working relationships on behalf of the CEO with internal and external stakeholders and government officials. The EA also serves as a liaison to the Board of Directors.

Our ideal candidate will be creative, proactive, extremely organized, and can problem solve while under pressure with minimal direction. They utilize a high degree of discretion and have experience working with highly confidential and sensitive information. An independent and critical thinker with excellent verbal and written communication skills, impeccable attention to detail, and an above average work ethic. The EA will be a team player, well-versed in anticipating the needs of the CEO and confident in their ability to maintain superior organization when faced with a large volume of work.



Role and responsibilities include, but are not limited to:

- Provide sophisticated calendar management for the CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meeting with internal and external stakeholders; composing and preparing correspondence; maintaining contact lists; managing complex travel itineraries; completing expense reports; and other administrative tasks as assigned. Manage all requests and queries appropriately with professionalism, accuracy, and a keen sense of urgency.
- Serve as a point of contact on all matters pertaining to the CEO, including those of a highly confidential and critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgment to reflect the CEO's style.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Anticipate the CEO's needs in advance of meetings, conferences, etc.
- Provide a bridge for smooth communication between the CEO and employees, demonstrating leadership to maintain credibility, trust, and support. Coordinate executive communications, including taking calls, routing correspondence, responding to emails, interfacing with internal and external stakeholders.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Provide event management support for events including but not limited to leadership meetings and conferences.
- Provide support to the Board of Directors and Committee Chairs including but not limited to scheduling Board and committee meetings, attending committee meetings as recording secretary and prepare official meeting minutes and follow up on action items
- Assists with preparation, planning and, execution of annual general meetings

Experience and Qualifications

- Post-secondary completion of two-year program for administrative assistant, office assistant, business management or other professional degree and/or program is required.



- Minimum of 5 years of experience in a Senior Administrative Assistant role
- Experience working with Board leadership is required
- Advanced Microsoft Office skills, including Excel and Outlook, with an ability to become familiar with company-specific programs and software.
- Full comprehension of office management systems and procedures.
- Proficiency in collaboration and delegation of duties.
- Valid driver's license and reliable vehicle preferred but not required

Required Competencies

- Upholds confidentiality and always uses a high level of discretion
- Exceptional attention to detail
- Ability to prioritize workload in a fast-paced environment
- Impeccable multi-tasking abilities
- Exemplary planning, time management, organizational, project management and proofreading and critical thinking skills
- Ability to be flexible and adapt to changes professionally, in keeping with the needs of a growing organization
- Highly dependable and punctual, and available to work hours that align with the needs of the executive and company
- Exceptional interpersonal skills
- Excellent written and verbal communication, listening, and customer service skills
- Ability to establish and maintain positive working relationships with others both internally and externally - friendly and professional demeanor
- Solid collaborator who promotes a culture of professionalism, integrity, quality, and teamwork

In the spirit of respect and truth, Contemporary Calgary acknowledges the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Goodstoney First Nations). The City of Calgary is also home to Métis Nation of Alberta, Districts 5 & 6. We also acknowledge that Contemporary Calgary's building is situated on land immediately adjacent to the Bow River which has shaped this land and its people for generations.