



JOB DESCRIPTION | Assistant to the Senior VP of Development

REPORTS TO: Senior Vice President of Development

FLSA: Full-Time, Exempt

PAY RANGE: \$65,000 - \$75,000 Annually

LOCATION: On-Site 100%

****Internal Only**** Please send resume and cover letter to: ybell@mccallum-theatre.org

JOB SUMMARY

The McCallum Theatre is seeking a talented and highly motivated Assistant to the Senior VP of Development to join our team. The Assistant to the Senior VP of Development will provide high-level administrative support to the Senior Vice President of Development and to assist in the efficient operation of the entire Development Department.

ESSENTIAL RESPONSIBILITIES

- Assist the Senior Vice President of Development with administrative duties and projects as directed.
- Coordinate complex scheduling and calendar management in Outlook and VenueOps calendars.
- Track Senior Vice President of Development's donors and prospects in the portfolio and enter relevant notes in the patron database.
- Support the Senior Vice President of Development with Muses & Patroness Circle (ladies auxiliary group) by attending and making arrangements for Muse Board Meetings, fielding phone calls from Muse Board Members, preparing the Muse member roster, etc.
- Support Development Department staff with special events and major projects such as merging, proofing, printing, stuffing, and mailing solicitation letters; performing prospect research; and updating information in the patron database.
- Participate in weekly trainings for VenueOps and Tessitura with the goal of becoming a skilled user in the software.
- Track all receipts and reconcile monthly credit card expenses for the Senior Vice President of Development.
- Solicit input from the Senior Vice President of Development and Development Department staff to create weekly Department meeting agendas.
- Interim receptionist duties such as checking-in visitors, processing mail, pulling Founders Lists for upcoming shows, etc.

MINIMUM REQUIREMENTS

- Proactive problem-solving skills.
- Exceptional communication skills and meticulous attention to details.
- Experience working in an office environment, performing administrative duties and providing support to high-level executives and managers.
- Proficiency in Microsoft Office 365, design software such as Adobe InDesign and Canva and working knowledge of donor database software.
- Organized, independent thinker and self-starter.

Work Authorization/Security Clearance

Proof of eligibility to work in the United States.

Criminal, Civil background check will be performed.

An equal opportunity employer/Drug Free Workplace

PHYSICAL REQUIRMENTS

Work Environment

This job operates in a professional, non-profit performing arts theatre. This role operates within the theatre as well as the exterior grounds of the facility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must possess strength, stamina, and mobility to perform light to medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer, keyboard, tools and equipment. Incumbents in this classification sit, bend, stoop and reach. Ability to lift 10 pounds is necessary for moving materials when necessary. Candidates must possess the ability to lift, carry, push, and pull materials with assistance and/or the use of proper equipment.

N=Never Not present

O=Occasionally: Occurs 1/3 of time

F=Frequently: Occurs 1/3-2/3 of time

C=Constantly: Occurs 2/3 or more

Physical Demands	N	O	F	C		Comments
Sitting				X		
Walking		X				
Climbing/Balancing		X				
Stooping/Twisting		X				
Kneeling		X				
Squatting		X				
Crawling		X				
Push/Pull				X		
Reaching				X		
Gripping		X				
Keyboarding				X		
Pinching		X				
Neck rotation/extension			X			
Foot use				X		
Visual acuity				X		
Lift/Carry	N	O	F	C		Comments
Up to 10 lbs		X				
11-25 lbs	X					
26 to 50 lbs	X					
51 to 75 lbs	X					

75 lbs to 100 lbs	X					
Over 100 lbs	X					
Environmental Conditions	Y	N		Y	N	Comments
Uneven ground		X	Exposure to dust/fumes		X	
Excessive noise		X	Exposure to Biohazards		X	
Extreme temperatures		X	Exposure to hazards		X	
Working at heights		X	Working w/ machinery		X	
Exposure to noise (> 90 db in 8 hrs per day)		X				

Physical Demands Definitions

Physical Demands Specific physical activities required to perform a job as defined in the position description.
 Essential Functions Fundamental job duties of the position as defined by the Americans with Disabilities Act (ADA).

Specific Physical Demands

Sitting Remaining in a seated position.
 Standing Remaining on one's feet in an upright position at workstation without moving about. Note type of surface
 Walking Moving about on one's feet. Note type of surface/irregularities
 Climbing Ascending or descending ladders, stairs, scaffolding, ramps, etc., using feet and legs, or hands and arms. Note in terms of steepness, height, surface type.
 Balancing Maintaining body equilibrium to prevent falling.
 Stooping Bending downward and forward by bending spine at the waist, requiring full use of lower extremities and back muscles.
 Twisting Includes lateral rotation of the trunk and spine.
 Kneeling Bending legs at knees to come to rest on knee or knees.
 Squatting Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
 Crawling Moving about on hands and knees or hands and feet. Note surface type, distance,
 Push/Pull Exerting force upon an object so that the object moves away or toward the force.
 Reaching Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.
 Gripping Seizing, holding, grasping, turning, or otherwise working with hands. Fingers involved only to extent that they are an extension of hand, Includes dimple or forceful grasping.
 Pinching Picking, pinching or otherwise working primarily with fingers rather than the whole hand.
 Keyboard: Repetitive finger motion to press keys.
 Neck Rotation Forward flexion, extension or lateral rotation of the head and neck.
 Foot Use Repetitive or prolonged movement of the foot and ankle.
 Visual Acuity Near-Visual acuity with clarity at 20 inches or less
 Far-Visual acuity with clarity at 20 feet or more
 Lifting Raising or lowering an object from one level to another-includes upward pulling.
 Carrying Transporting an object, usually holding in the hands/arms or on shoulders.
 Noise Exposure to noise levels greater than 90 db in 8 hrs per day (as per OSHA requirements).

AAP/EEO Statement

CDMOD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

APPROVAL

This job description has been approved by all levels of management.

Manager Approved.

Date of last review: 10.2023

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name _____

Signature _____ Date _____

ABOUT THE McCALLUM THEATRE

McCallum Theatre is a renowned non-profit performing arts theater dedicated to enriching the cultural life of our community through a diverse program of world-class entertainment, education, and community engagement. Our mission is to provide a world-class platform for artists while enhancing the cultural experience for our patrons and supporting our local community. To learn more visit www.mccallumtheatre.org.

