

Executive Assistant and Special Projects Manager, Stanford Live
Full-Time

Job Description

Work Arrangement: Please note that this position will be based on the Stanford campus and will be considered hybrid with the expectation to be on campus on average three (3) days per work week depending on events. In addition, this position may require working evenings and weekends.

Salary: The budgeted base salary range for this position is \$100,023 - \$108,000 per annum.

Stanford University is one of the world's premier academic and research institutions, devoting tremendous intellectual and physical resources toward the betterment of humanity. As a major Silicon Valley employer, Stanford seeks people committed to excellence and to improving our world. In turn, the university is committed to supporting its employees as they develop their careers and enrich their lives. We believe Stanford's future success will be shaped by the diverse perspectives, unique experiences, and inclusive culture of its community.

Stanford Live presents a wide range of the finest performances from around the world, fostering a vibrant learning community and providing distinctive experiences through the performing arts. With its primary home at Bing Concert Hall and a popular second venue at historic Frost Amphitheater, Stanford Live draws on the breadth and depth of Stanford University to connect performance to the significant issues, ideas, and discoveries of our time.

The Executive Assistant and Special Projects Manager to the McMurtry Family Director, Stanford Live will report directly to the McMurtry Family Director (Executive and Artistic Director) of Stanford Live. This role will provide primary executive, analytical, program and project management support across the organization. This position must exercise independent discretion and judgement related to Stanford Live operations and policies, and in interactions involving Stanford University leadership, donors, artists and other internal and external stakeholders.

In This Role, You Will

- Lead the coordination of daily activities and manage all aspects of support related to the McMurtry Family Director's (ED/AD) daily responsibilities including assistance on matters that are sensitive and complex in nature

- Oversee and prioritize the ED/AD's complex and rapidly changing calendar
- Independently manage logistics for projects with partners, agents, artists, donors, board members, and other internal and external constituents
- Provide program and project management support in key areas including strategic planning, operations, artistic programming, development, and communications, and possess the knowledge in these areas to assist in ensuring organizational goals are met
- Serve as a point-of-contact to the general public and other constituents, representing Stanford Live to campus-wide offices and departments and external partners
- Draft and disseminate communications, presentations and policies on behalf of the ED/AD as well as at times, various public and institutional facing writing and editing projects
- Oversee the development and implementation of effective systems for managing and sharing information.
- Provide executive support to the Director's leadership team, and represent the organization with artists, patrons and donors by attending performances and events on evenings and weekends as needed
- Plan and schedule complex calendar(s) with limited or no consultation, resolve calendaring conflicts. Negotiate and manage the needs of individuals or groups requesting time with the ED/AD, independently committing her time. May occasionally represent the supervisor by attending meetings in her absence; speaking for the supervisor
- Act on behalf of the ED/AD in regard to establishing priorities and identifying and resolving problems that are administrative in nature. Use independent judgment to keep ED/AD informed of all matters that require her attention
- Serve as the liaison to various internal and external constituencies, including screening correspondence and telephone calls; keep the supervisor informed of all matters requiring his/her attention
- Independently prioritize, plan, coordinate and/or oversee logistics and conferences with individuals and entities internal and external to the university, including executive and senior level staff, donors and government officials
- Compose correspondence; develop, review and edit presentations and documentation; independently research and analyze associated issues and/or compile materials needed for presentation and/or decision making purposes.
- Manage complex business travel in compliance with unit, university, and sponsor policies
- Prepare reports and analyses, identify adverse trends and make appropriate recommendations or conclusions.

- Process a variety of complex financial transactions; produce, monitor, and reconcile budget statements; research, identify, and resolve discrepancies. May assist with capital or special equipment requests and/or vendor selection.
- Track and reconcile all financial expenses on behalf of the ED/AD
- Manage multiple projects simultaneously. Anticipate and track initial dates, events and associated action items; follow up with appropriate parties on behalf of the ED/AD to ensure deadlines are met
- Supervise office administration and operations coordinator position

Responsibilities

Core Duties:

- Independently implement, administer and evaluate day-to-day activities of the unit, function or program by identifying and executing tasks and objectives, making recommendations that impact policies and programs, and assigning resources to achieve the goals of the program.
- Collect and analyze data, create reports, review and explain trends; formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program or function.
- Analyze and interpret policies; develop, revise and implement procedures for program or function.
- Represent the program or function as the key contact and subject matter expert within the department, unit or school. Commit resources and provide information and/or training. May also represent the program or function to external/internal stakeholders and constituencies.
- Organize and/or participate in outreach activities that may include developing communications and training, planning/promoting events and/or conferences.
- May participate in development of budgets, monitor, and approve expenditures. May perform limited forecasting and provide recommendations that determine the budget.
- May direct staff to perform various tasks and assignments. May also supervise staff.

Minimum Education And Experience

Bachelor's degree and three years of relevant experience, or combination of education and relevant experience.

Knowledge, Skills And Abilities

- Demonstrated ability to prioritize own work and multi-task.
- Demonstrated excellent organizational skills.
- Demonstrated ability to take initiative and ownership of projects.
- Ability to communicate effectively both orally and in writing.
- Ability to routinely and independently exercise sound judgment in making decisions.
- Demonstrated experience working independently and as part of a team.
- Relevant subject matter knowledge.
- Ability to direct the work of others, for jobs requiring supervision.

**Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.*

Please apply at:

https://careersearch.stanford.edu/hcmUI/CandidateExperience/en/sites/Stanford/job/200509/?utm_medium=jobshare&utm_source=External+Job+Share