Administrative Assistant/Board Liaison
Reports to: General Manager and Artistic Director

It is the mission of the Sharon Lynne Wilson Center for the Arts to serve as the catalyst for lifelong discovery and exploration of the arts. The Wilson Center is a multidisciplinary nonprofit cultural arts facility with a 19-year history of excellence. The Center’s programming is designed to transform both individual lives and whole communities through the power of the art; situated in a 400-acre park in Brookfield, Wisconsin, the Wilson Center is recognized as a cultural anchor in the Greater Milwaukee community and focuses on three main disciplines: Performing Arts, Arts Education, and Visual Arts. Since opening in 2002, the Wilson Center has continued to celebrate its five core values of excellence, innovation, passion, stewardship, and collaboration through an outstanding and diverse array of world-class performances, educational programs, classes, festivals, and special events. The Wilson Center now annually welcomes more than 55,000 people, including more than 10,000 students every year—many of whom are being introduced to the arts for the first time—and the Center is poised for growth and future success.

We are presently seeking to fill the full-time position of Administrative Assistant/Board Liaison. This role will work closely with the Wilson Center Board of Directors and volunteer committees while assisting the General Manager, Artistic Director, and Director of Development to manage and strengthen constituent and partner relationships.

Job Responsibilities

Executive Support:

- Provide direct support for dual leadership roles of General Manager and Artistic Director, including but not limited to:
  - Maintain calendars
  - Schedule meetings and calls
  - Coordinate travel and transportation arrangements when needed
  - Track and reconcile expenses
  - Draft general correspondence
  - Take notes at meetings
  - Liaise with other staff and departments
  - Produce documents and briefings

Board Support:

- Provide administrative support for the Board of Directors, including but not limited to:
  - Coordinate projects and assist with logistics as needed
  - Coordinate scheduling of Board of Directors and volunteer committee meetings and events
  - Manage Zoom links and calendar invites (as well as guest lists)
  - Create and manage Board book compilation
  - Attend and prepare Committee and Board meetings as needed

Development/Special Events:

- Provide administrative support to Director of Development and Special Event consultant with planning for key Wilson Center fundraising events, to include Literary Luncheon, Golf Classic, Winter Soiree, and The Big Event
Additional Duties:

- Demonstrate compliance with all company policies and procedures and all laws and regulations that govern the Wilson Center
- Also includes office work in which employee is primarily involved with sedentary work, including keyboarding.
- Requires occasional lifting objects 10 to 15 pounds
- Other duties as assigned

Qualifications

- Bachelor's degree
- 4+ years of professional experience desirable
- Excellent organizational and communication skills
- Ability to prioritize
- Attention to detail
- Ability to maintain a high level of confidentiality
- A minimum of 1 year experience providing administrative support for special events and/or direct experience with planning/coordinating special events
- Experience working with boards, committees, and stakeholders
- Proficiency with Microsoft Office and Outlook required; familiarity with Tessitura or similar database preferred
- Working knowledge of social media and file-share platforms needed
- Enthusiasm for the arts and a working knowledge of the industry is a plus
- May require occasional availability on some evenings and weekends

To Apply:
Send a current resume, brief cover letter, and salary history via email to jobs@wilson-center.com; subject line: Administrative Assistant/Board Liaison. Resumes without cover letters will not be considered. No phone calls, please.
Applications will be reviewed until position is filled.

The Sharon Lynne Wilson Center for the Arts is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training and other personnel actions involving persons in all job titles and shall occur without regard to race, creed, color, religion, sex, age, ancestry, national origin, disability, genetic information, military service, sexual orientation, marital status, arrest and conviction records, the use or nonuse of lawful products off the employers’ premises during non-work hours, declining to attend meetings or participate in communications about religious or political matters or any other characteristic protected by law. Please click here to read the Wilson Center's Equity, Diversity, and Inclusion Statement.