

THE FREIGHT

LIVE MUSIC. GLOBAL ROOTS.

JOB POST

TITLE:	Executive Assistant
ORGANIZATION:	The Freight
LOCATION:	Berkeley, CA
REPORTS TO:	Executive Director
SUPERVISES:	N/A
EMPLOYMENT TYPE:	Part-Time/Contract (Non Exempt). This is a contract position with no benefits
SCHEDULE:	Onsite & Virtually, M-F, 9-5, (20 hours weekly)
SALARY RANGE:	\$22/hourly

MISSION

The Freight is a vital home for music with deep roots from around the world that celebrates cultures, connects communities, and inspires creativity.

VISION

To be a center for the discovery and exploration of music from around the world that welcomes curiosity, pushes boundaries, and champions inclusivity.

VALUES

- Joy
We believe that the act of experiencing music together is the constant rediscovery of joy
- Welcoming
We believe that all are welcome to experience live music and that all should have access to it
- Community
We believe that the power of music encourages social interactions, cohesion, cultural understanding, and community participation
- Education
We believe that music and music history are essential tools in the continuation of adult learning and in the overall development of our youth
- Connection

We believe that music connects us to each other, strengthening our ability to build a better future together

ABOUT THE FREIGHT

Since its founding in 1968, The Freight has been deeply rooted in that aspect of Berkeley's culture that embraces freedom, justice, acceptance, collaboration, and innovation. In 2008, the Freight moved to its current location at 2020 Addison Street with 490 seats in the heart of the Berkeley Arts District. The Freight presents more than 150 concerts and hundreds of classes, in person and online, every year, and is active in Berkeley's public and independent schools. For more information, visit www.thefreight.org

POSITION OVERVIEW

The Executive Assistant will provide high-level administrative support to the Executive Director and occasionally other senior staff. Reporting directly to the Executive Director, Clayton Shelvin, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant also organizes and coordinates executive outreach and external relations efforts, and oversees special projects. The Executive Assistant must be creative and maintain strict confidentiality. The ideal individual will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

RESPONSIBILITIES

- Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for the Executive Director.
- Arranges travel and accommodations for the Executive Director.
- Schedules and attends meetings on behalf of the Executive Director, taking notes and recording minutes.
- Receives incoming communication or memos on behalf of Leadership Team, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs additional duties as assigned by the Executive Director
- Performs other related duties as assigned.

DISCLAIMER: This job description is not designed to cover or contain an exhaustive listing of all activities, duties or responsibilities that are required of the employee. There may be additional duties as assigned.

SKILLS, KNOWLEDGE & EDUCATION

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type a minimum of 50 words per minute.
- Extremely proficient with Google Suite (G-Sheets, G-Docs, etc.) or similar software with the ability to learn new or updated software.

Education and Experience:

- High school diploma required; Bachelor's degree in Business Administration or related field preferred.
- At least 3-4 years of related experience required.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

The Freight is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefit, training and working conditions.

TO APPLY

Please submit a resume and cover letter to Clayton Shelvin, Executive Director at hr@thefreight.org. Applicant materials will be reviewed on a rolling basis until a candidate is selected.

