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## Wave Pool Executive Assistant

**Reports to:** Executive Director and supports Director of Exhibitions/Artist Support Initiatives and Welcome Manager

**Location:** 2940 Colerain Avenue, Cincinnati, OH 45225

**Start Date:** ASAP

### About Wave Pool:

Wave Pool is a socially-engaged art center that acts as a conduit for community change through artist opportunities and support. Pairing communities' knowledge of their needs with artists' sense of possibility, Wave Pool provides a structure whereby contemporary art and artists can be integral contributors to the fabric and success of our city, country, and beyond, by helping us build relationships and collective knowledge around complex issues, centering the insights and experience of those most intimately affected.

Our space includes an art gallery, studios, artist residency program, wood shop, ceramics studio, and community gathering space. We are best known for initiating and supporting artist driven social practice projects and exhibiting work that stretches beyond our gallery walls through interactive projects that proactively support our neighbors.

## Wave Pool Executive Assistant

### Position Summary

This is a full time position that provides administrative and clerical support to the Executive Director. The Executive Assistant will bolster the effectiveness and impact of Wave Pool's work through assisting with a variety of administrative, programmatic, and development tasks.

Wave Pool's Executive Assistant is a natural relationship-builder and task-master who thrives in a creative, fast-paced, impact-oriented environment and is deeply aligned with the organization's commitment to community and artist support. It is essential for this individual to embrace the values that Wave Pool holds of service, consideration, community, experimentation, and optimism and to see these evident in all of the work we do both externally and internally.

This position requires the ability to work well with the Executive Director (ED), other staff and the general public in an active environment, and efficiently accomplish multiple duties and tasks successfully.



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## **Key Responsibilities:**

### **Administrative Support**

- Provide support for the ED including managing communications, scheduling and calendars, generating reports, conducting research, printing checks, filing, making copies, etc.
- Prepare ED for meetings as needed; may include research, assembling and analyzing data, reports, presentations, and documents
- Manage Wave Pool's general email. Respond to queries / direct to correct staff
- Help manage the upkeep and appearance of office and public spaces including maintaining equipment and supplies
- Assist with the coordination and execution of the annual fundraising events with the ED

### **Program Support**

- Provide support to exhibitions, education, and social engagement projects as needed

### **Clerical**

- Maintain expense receipts and finance bookkeep regularly (Quickbooks)
- Generate and maintain correspondence related to general donors and/or patrons, including thank you letters, responses to inquiries, end of year letters, etc.
- Donor tracking, data entry, and reporting through donor database (Bloomerang)
- Input, update and maintain data to ensure the accuracy of all artist, volunteer, and member databases (Google docs, Google sheets, Google Drive, AirTable, W.A.G.E.)

### **Communications**

- Work with staff to manage, update, and add to the website (Squarespace)
- Work with staff to manage shared office calendar as well as the public calendar; coordinate group Staff work schedules for appointments and meetings
- Craft and disseminate monthly newsletter
- Answer the phone and check voicemail. Respond to queries directly / direct to correct staff

### **Board Support**

- Serve as key liaison for the Board of Directors and committees. This includes distributing minutes and other documents for the Board, managing board files and directory, and arranging and scheduling Board, committee and staff meetings



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### **Qualifications and Experience:**

- Commitment to Wave Pool's mission, vision, and values
- 3 years of experience in administrative support or 2 years as an executive assistant
- Office management and Accounting experience a plus
- Nonprofit/arts experience a plus
- Ability to lift up to 30 pounds for event set up
- Superior organizational and time management skills
- Proficiency in current office technology and a willingness to learn and employ new technology and systems
- Support / Presence at 2-4+ public events each month is required. Some evenings and weekends required.
- Driver's license and personal transportation

### **Skills and abilities:**

- Strong time management and organizational skills with a strong attention to detail and deadlines
- A self-starter with ability to manage time and multiple projects well with minimal oversight
- Strong people skills and the ability to build relationships
- Excellent written and oral communications skills
- Proactively report to ED on inquiries, project status, raise questions and clarify priorities
- Expertise in addressing diverse audiences, ensures cultural understanding with a calm, welcoming and clear approach
- Adhere to ethical behavior and business practices
- Manage sensitive and confidential information with integrity
- Anticipate challenges and troubleshoot and present solutions as issues arise
- Comfortable working with Board of Directors, donors, volunteers and community
- Able to work collaboratively with and in support of Wave Pool staff
- Embraces change and a fast-paced environment with competing deadlines and stakeholders
- Ability to manage time well, particularly while managing multiple priorities
- Proficiency with MS Word, Excel, PowerPoint, social platforms and information management systems and Squarespace



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**Compensation and Benefits:**

Full-time, exempt position. Starting salary of \$40,000.

Wave Pool offers a monthly pre-tax Healthcare Reimbursement Allowance, a matched 401(k) retirement plan, paid holidays, unlimited PTO, and strong potential for growth within the organization.

**EOE:**

Wave Pool is an equal opportunity employer and is strongly committed to diversity, equity, and inclusion in our workplace. We do not discriminate based on race, religion, national origin, ethnicity, age, disability, sex, gender identity, sexual orientation, color, marital status, political affiliation, medical conditions, or any other dimension of difference.

Please email resume, cover letter, and three references to [wavepoolgallery@gmail.com](mailto:wavepoolgallery@gmail.com) for consideration.