

**Grand Vision Foundation**  
434 W 6<sup>th</sup> St San Pedro, CA 90731

<b>Job Title: Executive &amp; Development Assistant</b>	Compensation: \$24 to \$26/hr commensurate with experience
Job Type: Hourly/Non-Exempt, Full Time	Reports to: Executive Director

**About the Organization:** Grand Vision Foundation (GVF) is a 25-year-old non-profit arts presenting organization located in the heart of the growing San Pedro Waterfront Arts District, a 15-minute drive from Long Beach and 35 minutes from DTLA. Grand Vision’s mission is to inspire and engage the diverse Los Angeles Harbor/South Bay community through culturally inclusive arts and educational experiences centered on the historic Warner Grand Theatre and the Grand Annex in downtown San Pedro, CA.

GVF operates the Grand Annex, a 150-seat cabaret music venue and Meet the Music, an in-school music program for LA Harbor Area elementary school students. GVF is also known for restoring the historic art deco Warner Grand Theatre.

**Position Overview:** The Executive & Development Assistant is responsible for providing office, venue and event-support services for the organization and for the Executive Director. This includes daily use of Patron Manager (CRM), administrative duties and maintaining office and facility. Job details include:

**Box Office Support** (10 hrs/wk)

- Is the front line person to open the office, answer phones and greet visitors.
- Is the primary person to take ticket orders over the telephone and in-person.

**Executive Support: Development Support/Fundraising and Special Events** (15 hrs/wk)

- Makes direct cold and warm calls to solicit ticket sales, donation and sponsorship opportunities.
- Coordinates aspects of fundraising events as assigned. Duties include but are not limited to: prize solicitation, registration, sponsorships, correspondence, volunteer coordination, and other duties.
- Attends mornings and/or evening community meetings as needed.
- Assists with Membership program.

**Executive Support: Administrative** (5-10 hrs/wk)

- Assists Executive Director with day-to-day organization including but not limited to: mailings, correspondence, Board of Directors relations and Warner Grand Theatre restoration.
- Assists with office systems and installation of hardware and software.
- Maintains office master calendar.
- Plans and orders office and cleaning supplies.

**Grand Vision/Grand Annex Venue Operations** (5-10 hrs/wk)

- Assist with Grand Annex events set-up and serves as alternate house manager as needed.
- Provides support for the Grand Annex Venue rental program.
- Regularly reviews premises and keeps venue, office and kitchen areas orderly.
- Coordinates vendors for repairs and improvements and directs maintenance crews.
- Processes one-day ABC liquor licenses.

**What to Expect**

- Employees work 9:00am – 6:00pm (hour lunch) in our office at 434 W. 6<sup>th</sup> St San Pedro, CA 90731. Some night and weekend work will be required, adjusting day-hours accordingly.
- A fast-paced, collaborative work environment.
- A high level of contact with senior staff, especially the Executive Director & Deputy Director.
- Commitment to training and leadership development.

**Qualifications**

- Four-year college degree required from a recognized educational institution.
- Three years of office administration or related experience. Strong computer fluency required.
- Capable of composing professional business letters.
- Customer service experience, good telephone skills, and ability speak to new people required.
- Self-starter and fast learner with ability to identify opportunities and solve problems.
- Experience with database/contact management software, especially with Patron Manager/Salesforce.
- Familiarity with the San Pedro community is preferred.
- Requires personal vehicle and insurance.
- Willing and able to lift 20 pounds.
- Willing to embrace other duties and assignments as needed.

Grand Vision offers paid vacation, sick time and holidays. Retirement plan includes a Simple IRA option. Health benefits will be offered beginning in January 2022. We are proud to be an equal opportunity workplace.

**To apply:** Please send resume and cover letter to Taran Schindler at [hr@grandvision.org](mailto:hr@grandvision.org) with two references that can speak to your office and organizational skills with subject line "Executive & Development Assistant" Please no calls. Deadline: December 15, 2021.