

## **Assistant to the Director Baltimore Unity Hall, Inc.**

Baltimore Unity Hall, Inc. is seeking a reliable, flexible, detail-oriented individual who has lots of positive energy who can enthusiastically take on the responsibility of assisting the Director of Baltimore Unity Hall, Inc. with programming, maintaining, and elevating this valuable community asset. The Assistant to the Director will provide support to the Director that will grow and expand BUH's service to arts and culture, education, workforce development and economic development efforts in Baltimore. This support will help BUH center the needs of the community and ensure that BUH's operations are based on the principles of equity and inclusion.

This role is a combination of executive-level administrative support, day-to-day operations management, general facilities management, and event management. The role is a hybrid position that will include both on-site and remote work. There will be flexibility in scheduling work hours for the administrative tasks, but evening and weekend hours will be required to staff events. This is a salaried position, and the candidate selected will be the first in this role. This position is one of service to the community but will also provide opportunities to learn and to network.

### **General Knowledge, Skills, and Abilities Requested:**

Candidates for this role should be intimately familiar with Baltimore politically and socially. Someone with lived experience as a Baltimore City resident would be preferred. The candidate will be familiar with Baltimore's non-profit community and the individuals and organizations that fund it, along with possessing familiarity with other agencies, entities and organizations that support Baltimore's underserved citizens. Familiarity with players in the city's arts and culture community is a plus. This person will have strong problem-solving abilities, will be a strong collaborator with the Director and the Board, will possess excellent customer service skills, and will be able to effectively communicate to all kinds of audiences both in person, virtually, and in writing. Strong time management skills are essential, as well as the ability to manage several projects simultaneously and to pay attention to detail. An appreciation for the ways in which Baltimore residents are interconnected ("Smalltimore") would be helpful.

### **Other Skills Requested:**

- A minimum of 4 years of administrative experience required, with executive level experience preferred.
- Excellent computer skills, to include Microsoft Office
- General familiarity with social media platforms and websites

- Excellent judgment and professionalism; must be comfortable building and maintaining relationships with internal and external customers at all levels.
- Ability to work well in a fast-paced environment, under pressure and have the ability to address issues that arise on-site with ease.
- Some familiarity with commercial kitchen operation and maintenance.
- Flexibility to adapt schedule to meet operational needs.

**Administrative Support/Day to Day Operations (60%):**

- Implement procedures and processes to streamline day-to-day operations of BUH.
- Track and document BUHs building traffic. This includes welcoming visitors to the building and leading tours.
- Coordinate with community-based organizations, artists, and individuals to provide access to building amenities to sustain the mission of the Baltimore Unity Hall. This includes answering questions.
- Generate venue rental contracts for rental of venue spaces, and ensure appropriate insurance is in place.
- Provide excellent customer service when working with people to coordinate events and activities, ensuring that details are accounted for, and event needs are identified and addressed.
- Maintain all the scheduling for BUH, including the center’s calendar of events, the calendars for all the spaces in the center, and the Director’s calendar.
- Read and respond to emails, and prioritize tasks related to emails.
- Answer phones, respond to inquiries, and prioritize tasks related to calls.
- Work with BUH tenant organizations to provide access to building amenities.
- Assisting the Director with grant applications and other fundraising activities.
- Maintain strong working relationships with BUH partners.
- Assist with social media management and website maintenance.
- Identify other needs and work collaboratively with Director to find solutions.
- Monitor the general condition of BUH and its contents, and arrange for upkeep, repairs and maintenance as needed.

**Facilities and Event Management (30%):**

- Assure that the A/V equipment is properly maintained and functioning and demonstrate its use to others.
- Assist with set up and break down of events, to include tables, chairs, A/V equipment, etc.
- Assist event participants with other setup needs.
- Store and maintain BUH inventory of tables, chairs, linens, equipment and furniture, etc.

- Arrange for repairs and replacement of items as needed.
- Perform service tasks for conferences, programs, and events in progress.
- Coordinate with caterers renting the commercial kitchen, including review of checklists at the beginning and the end of the event.
- Ensure that the kitchen is being properly used and maintained by renters.
- Coordinate with tenants to address needs related to the facility.

**Special Projects and Other Tasks (10%):**

- Perform additional tasks as assigned by the director related to the operation of BUH.
- Assist event stylists and coordinators planning for large scale events at BUH.
- Assist with styling and coordinating BUH events and activities.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to sit at a desk. When preparing for events, the employee will be required to move tables, chairs, etc. We are requesting candidates have the ability to lift/move 20 pounds, and the ability to lift/move heavier objects with the assistance of other staff, a hand truck, etc. The candidate will also conduct tours of the facility, which will require standing and walking for periods at times.

**Education Requirements:**

- High school diploma or equivalent required.
- Some college preferred.
- Some college with study related to the responsibilities of the position highly preferred.
- Extensive experience directly related to the responsibilities of the position can be substituted for education past the high school level.

**When applying, please include a cover letter with your resume and send to [assistant@baltimoreunityhall.org](mailto:assistant@baltimoreunityhall.org). Please use the cover letter as your opportunity to expand upon why you should be considered for this role beyond what your resume can convey. Also consider the cover letter your opportunity to demonstrate your writing ability, which is important for this role. Resumes without cover letters will not be considered.**

**Salary range is \$55,000-\$65,000 and will include benefits.  
Resumes will be accepted until Friday, March 10, 2023.**