

Gateway Film Center

Job Description – Administrative Assistant to Business and Finance

Position Overview

Reporting directly to the Vice President of Business and Finance, the Administrative Assistant to Business and Finance provides clerical support which supports the mission of Gateway Film Center. The Administrative Assistant to Business and Finance serves as a point of contact for internal and external customers on all matters pertaining to the Business and Finance department.

The Administrative Assistant to Business and Finance must be organized and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain an effective balance among multiple priorities. The Administrative Assistant to Business and Finance must have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

The Administrative Assistant to Business and Finance must be a positive leader, living the Film Center values while helping to achieve the Gateway Film Center mission. The Administrative Assistant to Business and Finance will be part of an integrated, multi-faceted Business and Finance department that builds brand awareness while supporting the other departments of the Center.

Internal and External Responsibilities

Achieving Sales Goals

- Execute tactical plans which promote the mission of Gateway Film Center.
- Ensure internal tactics are in place to maintain and/or achieve the Film Center standards.
- Responsible for project management, execution and timely delivery of business tactics and collateral.
- Communicate effectively and provide, in a timely and accurate manner, information necessary for the team to function properly and to make informed decisions.
- Deliver regular updates to the team regarding Gateway Film Center's achievement of financial, operations, programmatic, and positive, mission-driven business objectives.

Organizational Leadership

- Provide positive leadership and direction to teammates and ensure activities are aligned with the mission and the strategic direction of Gateway Film Center.
- Facilitate cross-departmental collaboration and strengthen internal communications throughout the organization; through actions and thinking help promote a positive, mission-driven, multicultural work environment.
- Support the management of a professional organization and operational processes that enable the Center to achieve its objectives.
- Provide information, through research and investigation, which helps leaders make educated decisions.

Financial Management

- Assist in the execution of strategic and long and short-range financial plans to ensure the success and long-term sustainability of Gateway Film Center.
- Ensure that the budget and financial goals are adequately benchmarked against actual results.
- Maintain cash handling and security requirements of the Film Center.
- Report suspicious behavior or challenges that might influence visitor and associate safety.

Community Relations and Fundraising

- Serve as a Gateway Film Center representative to the organization's constituents, staff and the general public.
- Assist in the communication and execution of events for Gateway Film Center renters, staff, and membership.
- Establish and maintain relationships with vendors and partners, both locally and nationally.
- Support the execution of effective fundraising programs and initiatives for corporate, government, and individual donors.

Patrons Experience

- Ensure customers, both internal and external, are treated fairly and with a high level of respect.
- Assist in keeping all areas of the Center clean and organized at all times.
- Assist in the delivery of high quality and innovative programming that meets the needs and desires of the communities Gateway Film Center serves within the parameters of the annual budget.

Reports to

Vice President of Business and Finance