

EXECUTIVE ASSISTANT

Summary

The Mischief Management Executive Assistant plays a critical role in supporting the day-to-day work of the CEO and COO. They will tackle all administrative and research tasks dedicated to the current operations of the business and future opportunities.

Qualifications

- 1 to 2 years administrative experience (this could be an internship or work-study job)
- Diplomatic, professional demeanor and excellent written communication skills
- Good judgment and initiative to make independent decisions in the face of ambiguity
- Ability to multi-task and balance competing priorities
- Familiarity with online collaboration tools such as Google Apps, Airtable, etc.
- Team-oriented, collaborative, and committed to exceptional service
- Strong integrity and discretion
- Knowledge of entertainment industry and/or events
- Passion for pop-culture/entertainment and a critical understanding of what sparks your enthusiasm

Responsibilities

- Performing administrative duties for the CEO, COO, and senior management team including but not limited to:
 - Drafting emails and other direct correspondence
 - Proofreading forward-facing communications
 - Maintaining internal meeting and PTO calendars
 - Maintaining calendars/appointments
 - Booking travel for key leadership
 - Managing to-do lists
 - Acting as notetaker in internal and external meetings
 - Completing various research projects as needed
 - Establishing, developing, and maintaining digital filing system
- Office management tasks such as communicating with building management, ordering business cards and other supplies, completing mailings, etc.
- Updating internal sales tracking and budget documents weekly
- Developing the company's internship program and overseeing interns
- Other duties as assigned

This is a full-time position based in New York, NY. Compensation is commensurate with experience. We are looking for individuals available immediately. This role requires some travel. You will be expected to attend one or more Mischief Management events as part of your work. Mischief Management is an equal opportunity employer. Candidates of color are strongly encouraged to apply.

To apply, please send a resume and cover letter to jobs+ea@mischiefmanagement.com.