



Assistant Roles & Responsibilities:

Below you will find the pay, time commitments, roles, responsibilities, and expectations of being Johnnyangel's Admin/Executive assistant.

Pay and Commitment:

Title: Admin/Executive Assistant

Pay: \$15-\$18/hour depending on experience

Position (commitment): seasonal / On-call

Estimated hours: 10-20 hours / week

Daily tasks: (about 30-45 mins)

- 1) Relaying & Responding to communications:
 - a) Notifying Johnnyangel of all emails & messages,
 - b) flagging important / urgent messages
 - c) Responding to & sending initial messages for the inboxes:
(in order of importance)
 - i) Etsy Messages
 - ii) pineda_johnnyangel@smc.edu - email
 - iii) jpineda@oakwoodschool.org - email
 - iv) @prismaticcostumes - IG DMs
 - v) @prismthegem - IG DMs
 - vi) johnnyangel@prismaticcostumes.com - Email
- 2) Managing inboxes
 - a) Keeping them clean and organized
 - i) Sorting emails to folders
 - ii) Deleting junk / automated emails

Miscellaneous tasks:

1. There is an expectation to aid in miscellaneous tasks that may arise. This could be but isn't limited to:
 - a. Filing
 - b. Data entry
 - c. product listing creation
 - i. Including listing description writing
 - d. Scheduling / Calendar management
 - e. Product photography



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- f. in -person shopping days
 - i. Aiding Johnnyangel in finding items, carrying projects, receipt management
- g. Assisting Johnnyangel during in-person filming days
 - i. Aiding in setting up lighting and filming equipment, as directed.
 - ii. Talent management
 - iii. Being able to answer questions from talent or crew that may arise.
 - iv. Coordinating food delivery & receiving
- h. Aiding in keeping studio clean as needed
 - i. Organizing fabrics & materials
 - ii. Organizing current projects
 - iii. Taking inventory

Expectations:

Being an assistant is a role that requires a certain set of skills and commitment. Listed below are the expectations for this role. Inability to adhere to the below expectations is grounds for termination.

- Punctuality
 - Please be at all meetings, in person or virtual, on time.
- Promptness
 - Deadlines met on time
 - Tasks are done in a timely manner
- Communication
 - Following a task you notify Johnnyangel it has been completed
 - Honesty
 - If you are unable to keep a commitment Johnnyangel is notified immediately so tasks don't fall through the cracks.
 - You are upfront on how you feel about tasks, communication styles, and expectations professionally & interpersonally.
- Attention to detail
 - Every detail and word matters.
- Note Taking
 - Details happen fast, and re-explaining tasks takes time out of Johnnyangel's already limited availability. Please take notes, and ask questions so Johnnyangel doesn't spend time going over things that have already been explained.
- Drive:
 - As an assistant it is expected that you bring drive, grit, and self-motivation to the table. You will be expected to tend to tasks primarily on your own so tending to them with drive, determination, and self-management will aid you in this role.