



## **Job Description - Executive Assistant to Founding Farmer**

Apricot Lane Farms is a 214-acre organic and biodynamic farm located 40 miles north of Los Angeles and 20 miles east of Ventura in Moorpark, CA. We are looking for a talented, professional Executive Assistant with extensive C-Level support experience. The Executive Assistant will be responsible for performing a broad variety of administrative tasks as required in support of Apricot Lane Farms Founding Farmer who is also a Film Industry Producer and Writer. The ideal candidate will be well-organized, have excellent time management skills and be able to work independently in a fast-paced, quickly changing environment. This Executive Assistant must be someone who can be very discrete and respect confidentiality. An interest in nature, the environment or regenerative farming is a plus.

### **Job Duties:**

- Welcome guests and guide them to appropriate locations on the farm
- Coordinate and maintain Founding Farmers schedule of farm activities, film promotional activities, and Theatrical Release activities, as well as special events and on and off farm presentations/appearances
- Coordination of travel
- Special project coordination, implementation and research
- Organization of paperwork and electronic records.
- Completion of paperwork and reports. This includes but not limited to invoicing, expense reporting and personal receipt/record keeping
- Coordinate with other departments for planning and ensure goals of the Farm/Film are met.
- Order Founder's office supplies
- Maintain detailed record-keeping of processes for future reference
- Maintain a positive attitude and communicate any issues to direct supervisors and Farm Management according to Apricot Lane Farms protocol for discussion and resolution
- Other tasks as needed

### **Qualifications:**

- Demonstrated experience in a C-level support role
- Professional and calming demeanor
- Able to think multiple steps ahead
- Attention to detail and solution-oriented approach
- Exceptional time management skills with the ability to keep Founder on schedule
- Excellent communication skills, both written and oral
- Confident and able to meet deadlines in a high-pressure, fast-paced environment
- Ability to maintain high level of confidentiality
- Detailed knowledge of Apple products, Microsoft Office, Google Suite, Slack, etc.
- Experience in the entertainment industry (PREFERRED)
- Bachelor's degree preferred
- Must be able to work the occasional weekend or after hours as needed

### **Compensation and Benefits**

- Competitive salary based on experience
- Full Benefits Package (Medical, Dental, Vision, 401K, FSA, etc.)