



Job Description: Assistant to the Director

Organization Summary

Swiss Institute ("SI") is an independent, non-profit art space dedicated to promoting forward-thinking and experimental art making. For over 30 years, SI has become known for its original exhibitions and wide range of public programs. Committed to the highest levels of curatorial and educational excellence, SI has served as a platform for emerging artists; catalyzed new contexts for celebrated work; and fostered appreciation for under recognized positions. Because SI has no collection, it is able to dedicate its entire effort to dynamic curatorial projects that are complemented by public talks, panels, performances, and special events. In mid-2018, SI is relocating into a new long-term home at 38 St. Marks in New York City's East Village.

Job Summary

As a full-time position, the Assistant to the Director is an arts administration role that is critical to the success of the institution. The Assistant to the Director should have demonstrated organizational skills and be passionate about working in a fast-paced, arts non-profit setting.

Duties and Responsibilities:

- Oversee and coordinate all correspondence on behalf of the Director.
- Schedule SI-related appointments/events for the Director, including meetings, itineraries, and receptions.
- Prepare, distribute, and archive team meeting and board meeting minutes.
- Arrange travel and accommodations for visiting artists and public program participants.
- Coordinate intern schedules for SI team offices, including screening and hiring process.
- Organize and maintain Director's files and contacts.
- Conduct weekly inventory and ordering for the office.
- Assist with the coordination of on-site orientation for artists-in-residence.
- Track and report expenses.

Desirable Skills & Qualifications

- Passionate about people in various communities, including institutional and governmental organizations
- Foster open communication
- Work in a team environment with minimal supervision
- Ability to work independently, be flexible, and manage multiple priorities
- Work well in a team-oriented environment and maintain harmonious relationships
- Proficient computer skills, especially using Microsoft and Google Suite applications
- Detail-oriented with excellent communication, organizational, interpersonal and writing skills
- Multi-lingual, especially German, French, or Italian a plus

Salary & Schedule

- Salaried position, commensurate with experience.
- Position hours are Monday through Friday, 10am to 6pm. Candidate will occasionally need to work additional hours.

How To Apply:

Send resume and cover letter to jobs@swissinstitute.org. Include in the subject line of your email the title of the position in which you are applying. No calls please. Only qualified candidates will be contacted.

Additional Information

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Swiss Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.