



## Collections & Exhibitions Administrative Assistant

### POSITION OVERVIEW

The Collections and Exhibitions Administrative Assistant supports the Museum Department's Executive Vice President for Collections/Chief Curator, Senior Vice President for Exhibitions, and others in the Museum division with administrative, financial, and project management. S/he schedules internal and external meetings; facilitates procurement, contracts, and payments; tracks expenses against budget; responds to general and research queries; helps to prepare presentations; takes meeting notes as needed; and supports special institution-wide and curatorial projects. The Collections and Exhibitions Administrative Assistant reports to the Executive Vice President for Collections/Chief Curator and the Senior Vice President for Exhibitions, and divides their time roughly evenly between the Collections and Exhibitions departments.

### ESSENTIAL FUNCTIONS

- Coordinates key department meetings, including the monthly Acquisition and Loans Committee and exhibition review meetings, through scheduling, minute taking, etc.
- Tracks budgets for both departments; processes payments; supports others in the Collections and Exhibitions departments with the drafting of contracts and procurement documents; supports the creation of operating and capital budgets; coordinates with Legal and Finance on contracting, procurement, and budget procedures.
- Monitors and responds to general department email addresses and other inquiries, which may require research into the Museum's collections management catalogue system. Tracks and reports on queries and ensures timely responses. Supports the administration of the Museum's online Artists' Registry.
- Schedules internal and external meetings, arranges for audiovisual support and other needs as appropriate, and meets with special visitors as requested.
- Assists with the preparation of presentations and other materials, including meeting preparation and meeting support for Board of Directors and Board committee gatherings.
- Drafts routine correspondence.
- Makes travel and accommodation arrangements.
- Manages the departmental internal library.
- Provides general office support, organizing and maintaining filing systems, copying, and maintaining office supplies.
- Supports Deputy Director of Museum Programs as needed.
- Conducts curatorial research on collections and exhibitions projects as requested and manages special projects as assigned.

## **QUALIFICATIONS/SKILL REQUIREMENTS**

- Undergraduate degree in a liberal arts or museum related field.
- Prior administrative support.
- Demonstrated interest in museum work preferred.
- Strong communication skills, organizational, and writing skills coupled with excellent diplomacy.
- Strong attention to detail and technological savvy.
- Proficiency with MS Word, Excel, PowerPoint, and Outlook required.
- Demonstrate an ability to work and think independently, take initiative, report accurately and succinctly on meetings and projects, and possess the ability to interact well with a wide range of people of all levels within and outside the institution.
- Ability to recognize the importance of responsibility, authority, and accountability.

## **GENERAL INFORMATION:**

- Full-time, non-exempt position.
- We offer a competitive salary and full benefits package.

## **HOW TO APPLY:**

- Include job title in the email subject field.
- Please state the location where job posting was seen.
- Send cover letter and resume to [careers@911memorial.org](mailto:careers@911memorial.org) by 05/25/2018.
- Please visit our website at [www.911memorial.org](http://www.911memorial.org)

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