

## **Executive Assistant, Director's Office**

The Executive Assistant, Director's Office, provides high-level administrative support to the Director and Chief Curator and ensures the efficient administrative operations of the department. Given the nature of the position, discretion and a commitment to maintaining confidentiality is of paramount importance.

### **Essential Job Duties and Responsibilities**

- Oversee the calendar, schedule appointments and prioritize meeting requests for the Director and Chief Curator.
- Draft written correspondence as directed by the Director and Chief Curator, primarily, and the Chief of Staff, secondarily.
- Coordinate extensive travel and outside activities of Director and Chief Curator.
- Preparation of reports and presentations on the Museum's mission and institutional history.
- Maintain the department's contacts database.
- Assist with preparation for meetings of the Board of Trustees.
- Maintain meticulous paper and electronic files.
- Assist with general organization and upkeep of office space.
- Work collaboratively across multiple departments.
- Other duties as assigned.

### **Experience**

- The Museum seeks to attract candidates with both traditional and non-traditional professional experiences. Bachelor's degree, preferably in Africana Studies, Arts Administration, Art History, Museum Studies, or a related field. Those with significant work experience and certifications will also be considered.
- 3 years previous high-level administrative experience.
- Demonstrated excellence in written and verbal communication.
- Excellent organizational and analytical skills; experience with administrative and clerical duties.
- Excellent computer skills, particularly MS platforms, including Word, Outlook and Excel.
- Strong interpersonal skills, ability to work well with others as part of a team
- Familiarity with New York art and cultural communities
- Research background related to artists of African descent

### **Salary**

Salary is commensurate with experience within the guidelines of a small not-for-profit. Competitive benefits package is provided, including medical, dental, life and long-term disability insurance, retirement account, and substantial vacation.

## **Application**

The position is open until filled. Send resume, cover letter and two writing samples to [jobs@studiomuseum.org](mailto:jobs@studiomuseum.org) please include “*Executive Assistant, Director’s Office*” in the subject line of your email.

*The Studio Museum in Harlem is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.*