JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Assistant to the Director
Department: Administration

POSITION SUMMARY:
The Assistant to the Director is responsible for administrative tasks related to the business of the Director’s office and Board of Trustees. S/he also serves as liaison to Director’s Circle members.

RESPONSIBILITIES:
Assists Director

• Provides support to the Director in problem solving, project planning and management, and in development and execution of stated goals and objectives.
• Coordinates Director’s schedule; arranges internal and external meetings, maintains calendar, and organizes appointments and prepares agendas, meeting notes, and travel arrangements.
• Provides communications support, including greeting and assisting visitors, handling phone calls and inquiries, screening, analyzing, and preparing responses to incoming correspondence, and handling day-to-day public relations. When remote, provides communications assistance and manages various meeting platforms for the Director and department heads.
• Serves as Director’s liaison to department heads and other staff members. When remote, manages the remote biweekly meeting of the Department Heads.
• Provides routine computer and mobile device maintenance and technical support.
• Screens media interviews through the Communications and Marketing Department.
• Composes and prepares correspondence, presentations, and reports; coordinates presentation logistics and equipment, including contacts with speaking venues.
• Coordinates visitor events, tours, conferences, and special event arrangements including restaurant reservations, special luncheons, and coffee/tea service.
• Oversees and administers the day-to-day activities of the office by developing policies, procedures, and systems that ensure productive and efficient office operation. When remote, adapts these procedures to continue efficient office communication and operation.
• Monitors departmental budgets and manages budget related documentation for credit card expenditures and other departmental invoices.
• Oversees and administers special projects of significance to the Museum as requested.

Serves as Liaison to the Board of Trustees

• Responds to requests from members of the Board.
• Interfaces with assistants to off-site Board Chair, Endowment Chair, and other trustees.
• Maintains and distributes Board directory and Board calendar.
• Assists with the coordination of monthly Board meetings including preparing agendas, taking minutes, and preparing final minutes for distribution. When Remote, manages the Executive Committee meeting and Board meeting remotely, and trains board members on various online meeting platforms as needed.
• Compiles, edits, and distributes monthly Department Reports to the Board.
Serves as Liaison to the Director’s Circle

- Responds to requests from members of the Director’s Circle.
- Interfaces with Development Department regarding member dues and administrative matters.
- Maintains financial records, including billing and payments, for Director’s Circle trips.
- Organizes annual Director’s Circle dinner and other events start to finish. Arranges for VIP access to national and international art fairs.
- The Assistant to the Director will also perform miscellaneous job-related duties as assigned.

QUALIFICATIONS:

This position requires a Bachelor’s degree and at least seven years’ experience in an executive leadership administrative role. The successful candidate will demonstrate the following skills/experience:

- Ability to exercise high levels of confidentiality, tact, and diplomacy.
- Aptitude for meeting deadlines and adjusting to changing time schedules in a fast-paced environment.
- Social and communication skills to work with the Board and major donors of the museum.
- Extensive experience using online conference technology (Webex, Zoom, etc.).
- Expert proficiency with full MS Office Suite, particularly Word, Excel and PowerPoint; SharePoint and Microsoft Teams also preferred.

SALARY RANGE:

$75,000-$85,000 annually

Please submit applications by emailing cover letter and résumé to HR@nmwa.org. The National Museum of Women in the Arts is an equal opportunity employer.

The National Museum of Women in the Arts (NMWA) is the only major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.