

# THE METROPOLITAN MUSEUM OF ART

## EMPLOYMENT OPPORTUNITIES

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### Administrator/Education Department

The Metropolitan Museum of Art, one of the world's finest museums, seeks an Administrator in the Education Department. Working under the direction of the Frederick P. & Sandra P. Rose Chairman for Education, the incumbent strategically oversees administration of Program operations. He/she is a member of the senior leadership team in Education, managing the Administration Division staff who provide support for departmental and Museum activities. With his/her team and in collaboration with various Museum departments, the Administrator is responsible for financial administration of the Department's expenses and revenues; the management and rental of facilities, scheduling, and media support for the Uris Education Center; fulfillment of group visits; program marketing via print and digital means and production of educational print and digital materials; strategic implementation of the Department's software and data systems; and administrative support for the Volunteer Organization. In conjunction with Human Resources, the incumbent facilitates human resources processes and administrative training of staff across the Department. S/he develops budget management strategies, organizes budget planning, prepares or guides financial analyses for senior Budget and Development staff, and communicates regularly with Development, the Controller's Office and Museum senior staff to ensure clear communication regarding department finances and fundraising efforts.

Key relationships: Chairman of Education; Education senior staff for: Academic Programs; Gallery and Studio Programs; Public and Exhibition Programs; School and Teacher Programs; General Manager for Concerts & Lectures; Staff of Concerts & Lectures, Digital Media, finance departments (Planning & Budget, Treasury, Controller's Office, Procurement, Travel Desk); Development; Human Resources, Counsel's Office, Visitor Services; Digital Media; Information Systems and Technology; Marketing and External Relations; and Design.

### **Primary Responsibilities and Duties:**

- In collaboration with the Administration Division of Education, and other relevant parties, develop and implement strategic approach addressing the Museum's vision, mission and goals set forth in the strategic plan from an administration perspective.
- Supervise staff instilling and rewarding high performance levels and accountability.
- Facilitate the management of annual departmental budgeting process (~\$12M) including meeting with division heads and program teams to develop, review and revise budgets and strategically manage income. Assemble, analyze, and report on financial data concerning expenses, revenue, endowment income, gift/grant, and other support for the Department for use by multiple stakeholders, including Finance, Development, Chairman of Education, and Education senior managers.
- Oversee personnel who manage operations, rental, and scheduling of departmental facilities, ensuring effective operational practices and excellent customer service.

Oversee media support for the 25,000+ sq. ft. Uris Education Center and other areas of the Museum in support of departmental and Museum activities.

- Implement and manage event booking, information and financial management software systems for the Department; ensure consistent data analysis reporting.
- Working in collaboration with the Design and Communications (including PR and Marketing) departments, facilitate the implementation of marketing and communication strategies for the Department as well as the production of print and online educational resources,
- In collaboration with the Visitor Services Dept., and fulfillment of guided group tours.
- Supervise support and clear communication for the Volunteer Organization
- Coordinate personnel administration for the including maintaining personnel files and organizational charts, ensure appropriate internal policies and procedures for personnel are followed (e.g. preparation and submission of staff action requests, time-keeping processes, staff expense reports); and manage performance evaluation processes. Collaborate with other members of Education senior staff and with staff throughout the Museum, establishing more efficient and efficient processes and systems as needed.
- Develop efforts that buoy staff morale and collaboration in the workplace.
- Represent the Department head in high level meetings and external partnerships
- Other related duties

## **Requirements and Qualifications:**

### **Experience and Skills:**

- Progressive experience in senior administrative and management functions, staff supervision, and project team leadership; experience in an academic/not-for-profit setting preferred (minimum of 10 years relevant experience)
- At least 7 years' experience in creating and maintaining management systems for administrative, financial/budgetary, and logistical functions, including demonstrated experience with event, finance and information management technology systems.
- Ability to effectively manage and mentor a large staff within a complex institutional environment
- Demonstrated record of effective negotiation and collaboration with diverse range of stakeholders within a large cultural institution and with outside partners and organizations
- Exceptional organizational skills, extremely detail oriented; ability to multi-task and meet deadlines; able to function under pressure in a fast-paced environment
- Exceptional oral and written communication skills

### **Knowledge and Education:**

- Bachelor's degree required; Master's degree preferred; Master's in Business Administration or Arts Administration a plus
- Knowledge of and comfort with database systems for financial, event, and information management; knowledge of Tessitura, Artifax, Workday, and Volgistics strongly preferred.
- Full familiarity with Microsoft Office Suite 2007/2010 (Word, Excel, PowerPoint, and Outlook) required.

Please send cover letter, resume, and salary history to [careers@metmuseum.org](mailto:careers@metmuseum.org) with “Administrator/Education Department” in the subject line.

The Metropolitan Museum of Art provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.