

Office Assistant, Director's Office

Department: Director's Office

Budget Cost Center: Director's Office

Reports to: Chief of Staff

Classification: Exempt

Job Type: Professional

The Studio Museum in Harlem is the nexus for artists of African descent locally, nationally and internationally and for work that has been inspired and influenced by black culture. It is a site for the dynamic exchange of ideas about art and society.

Working closely with the Chief of Staff and Executive Coordinator to the Director, the Office Assistant, Director's Office, will assist in the daily coordination and execution of clerical tasks in the Director's Office. The Office Assistant, Director's Office will be responsible for handling incoming phone calls and other communications, scheduling meetings with both internal and external clients, coordinating travel, greeting visitors, as well as managing files, updating paperwork and other documents, and performing other general office clerk duties as required. This position will also require research and writing related to the Museum's mission and program.

The position requires a candidate equipped to manage multiple projects simultaneously; work on projects both independently and under supervision with attention to detail; and the ability to write clearly and persuasively.

A strong background in writing, preferably related to artists of African descent, is necessary.

The candidate must be comfortable working in a collaborative and culturally diverse setting and possess the openness, flexibility and diplomacy required to work with every department across the Museum. Exceptional speaking, writing and research abilities are required.

RESPONSIBILITIES:

- Handling incoming calls and other communications as needed
- Managing department files
- Preparation of presentation materials for the Director and Chief Curator
- Greeting clients and visitors as needed
- Updating paperwork, maintaining documents and word processing
- Creating, maintaining, and entering information into databases
- Manage and facilitate phone, email and mail communication as directed by the Chief of Staff and Executive Coordinator to the Director
- Assist in the coordination of extensive travel and outside activities
- Assist in the coordination of meetings and communications
- Maintain meticulous paper and electronic files
- Work closely with and assist in the supervision of departmental interns
- Work collaboratively across multiple departments, including the Director's Office, the Registrar, Communications, Community Engagement and Public Programs, Education, Development, Finance and Human Resources, and Information Technology

- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree
- At least 2 years of administrative experience
- Excellent written and verbal communication skills
- Excellent organizational and analytical skills; experience with administrative and clerical duties
- Excellent computer skills, particularly MS platforms, including Word, Outlook and Excel, Raiser's Edge experience a plus
- Strong interpersonal skills, ability to work well with others
- Familiarity with New York art and culture communities; research background related to artists of African descent.

APPLICATION MATERIALS:

- Cover letter that summarizes the applicant's most relevant work experience and educational background
- Resume
- One writing sample, 1-2 pages
- The names, titles and contact information of three professional references able to speak to the candidate's skills, experience, character and commitment

Please forward application materials in one PDF to: job.office.assistant@studiomuseum.org.

The subject line of this email should include the applicant's name and the position for which they are applying (e.g. "Applicant's Name—Office Assistant, Director's Office").

Salary commensurate with experience, skills and knowledge.

Please note that while careful consideration will be given to each submission, the Museum will only be able to contact those applicants whose knowledge, skills and work experience best fit the requirements of the position.

No phone calls or faxes, please.

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.