

**FULL JOB DESCRIPTION**

<b>Position Title:</b>	Special Assistant to the Executive Director
<b>Position Type:</b>	Full Time
<b>Union Status:</b>	Non-union
<b>FLSA Status:</b>	Exempt
<b>Compensation:</b>	\$65,000 -\$75,000 Per Annum
<b>Benefits:</b>	Eligible after three months of work for vision, dental, and medical insurance, as well as a 401(k). Eligible for a pension plan after 1 year of service.
<b>Reports to:</b>	Executive Director
<b>Supervises:</b>	May recruit, interview, hire, and train junior administrative staff in the department.

**Mission of The Bronx Museum of the Arts**

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;

- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

## **Position Description**

The Special Assistant to the Executive Director provides high-level administrative support to the Executive Director and other senior staff, and serves as the primary liaison to the Board of Trustees

## **Responsibilities**

- Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff
- Arranges travel and accommodations for executives
- Schedules and attends meetings on behalf of executives, taking notes and recording minutes. Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff
- Functions as the primary liaison between the Museum and the Board of Trustees, sharing news of upcoming events and projects, and ensuring information is delivered through a variety of communication styles
- Responsible for the coordination of Board of Trustees meetings (confirming attendees, creating board reports, arranging all logistics including technical arrangements and materials, coordinating staff, board, and guest speaker presentations, and taking minutes)
- Responsible for the coordination and scheduling of all Board Committee meetings (including the securing of conference space, logistical arrangements, catering, confirming attendees, and taking minutes)
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping
- Performs additional duties as assigned by executives
- Performs other related duties as assigned

## **Required Skills/Abilities**

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines



- Ability to function well in a high-paced and at times stressful environment
- Ability to maintain discretion when dealing with highly confidential information
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems
- Able to type minimum of 50 words per minute
- Extremely proficient with Google Workspace and Microsoft Office Suite or similar software with the ability to learn new or updated software

#### **Cultural Commitment**

- Acts as an example to employees: mentoring and coaching junior staff
- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion, while incorporating respectful communication, teamwork, and employee participation

#### **Education and Experience**

- Bachelor's degree in Business Administration or related field preferred
- At least four years of related experience required
- Experience working in non-profit and cultural institutions preferred

#### **Physical Requirements**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

#### **To Apply**

Please email a resume and cover letter to [humanresources@bronxmuseum.org](mailto:humanresources@bronxmuseum.org) and include "Special Assistant to the Executive Director" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.