



ADMINISTRATIVE EXECUTIVE ASSISTANT

Start Date: Immediate

Status: Full Time, Exempt

Reports to: President & CEO

Compensation is competitive and commensurate with experience; generous benefits apply

Qualifications:

Candidate should have at least five years of experience in office coordination or relevant experience preferably with an arts or cultural institution. Must have at least a Bachelor's degree, expertise in Microsoft Office, excellent written, verbal communication and organizational skills and be able to take initiative and prioritize assigned tasks. Must be detail-oriented, reliable, and able to work in a fast-paced environment. Position requires working on-site c.40 hours per week with infrequent periodic support of evening events.

Primary Responsibilities:

1. Support museum President and CEO by performing administrative tasks as assigned
2. Schedule meetings of the Board, Advisory Council, Executive Committee and Nominating & Governance Committee, track meeting attendance and prepare and distribute meeting materials
3. Produce draft minutes for meetings of the full Board and the Nominating & Governance Committee
4. Maintain and update records of the Board, Advisory Council and Nominating & Governance Committee
5. Serve as primary liaison with our security and technology vendors, including computer technical support, audio / visual support and security camera maintenance
6. Coordinate with the City of Charlotte Chief Maintenance Mechanic for building repairs and general conditions
7. Order office supplies and oversee administrative budgets
8. Complete related financial filing and purchase orders
9. Make hotel arrangements and travel plans for the museum President & CEO as well as other museum guests
10. Assist various department heads with the museum's internship program and application process
11. Perform general clerical duties
12. Other duties and special projects as assigned
13. Maintain employee directory
14. Create email addresses and computer logins for new employees with assistance from our computer technical support vendor
15. Maintain and update employee directory
16. Oversee the planning and execution executive dinners and events

Apply:

Email cover letter and resume to john.boyer@bechtler.org (with Administrative Executive Assistant in the subject line). Position will remain open until filled. No phone calls please. The Bechtler Museum of Modern Art is an Equal Opportunity / Affirmative Action Employer.