



Toledo Museum of Art Job Description

Job Title: Executive Assistant
Department: Executive Office
Reports To: Assistant/Associate Director
FLSA Status: Non-Exempt
Employment Status: Full-Time

Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus. More than 30,000 works of art represent American and European painting, the history of art in glass, ancient Greek, Roman, and Egyptian works, Asian and African art, medieval art, sculpture, decorative arts, graphic arts, and modern and contemporary art.

To accommodate the ever growing collection and demand for art education, the Museum campus has grown exponentially since its founding. From its humble first exhibition space in two rented rooms, the Museum has grown to cover approximately 36 acres with six buildings.

Thanks to the benevolence of its founders, as well as the continued support of its members, the Toledo Museum of Art remains a privately-endowed, non-profit institution and opens its collection to the public—free of charge—six days a week, 309 days a year. We are closed on Mondays and major holidays.

SUMMARY

Acts as the first point of contact for several senior leadership positions within the Director's Office and provides a wide range of high level administrative support. Provides value-added work utilizing previous experience, strong problem-solving ability, decision-making and communication skills. Provides administrative support to include preparing reports, data analysis, scheduling meetings, and preparing and issuing correspondence. Provides support to specific departments within the Museum as opportunities arise or needs surface. Acts as the staff liaison with the board of directors by coordinating all board and committee material, communications, and projects, with direct responsibility for the preparation and coordination of various reports to the board.

KEY ACCOUNTABILITIES

- Provides administrative support by prioritizing and organizing multiple schedules, contacts and files for multiple staff within the senior leadership office.
- Manages complex calendars and scheduling for the board and executive team; anticipates and prepares for internal and external meetings by drafting correspondence, writing research briefings, coordinating with internal teams, organizing materials, and managing technological support.
- Supports the executive office in managing the board of directors, including but not limited to:
 - Managing the preparation process for board meetings and committee meetings; including material creation, editing and preparing materials for distribution.
 - Supporting relationship management of board members through proactive communication.
 - Managing administrative tasks connected to quarterly board and committee meetings.



- Contributes to high-priority special projects led by the executive office, applying skills including:
 - Writing and editing documents for internal and external communication.
 - Project management.
 - Research and synthesis of relevant literature.
- Manages independent projects and may undertake editorial, research and/or administrative projects and conducts data analysis.
- Drafts correspondence, memoranda, contracts and other documents related to office operations.
- Assists with grant development and processing.
- Works with office staff to arrange logistics for meetings on and off-site.
- Maintains utmost professionalism when interacting with internal and external contact to include departments, the board, other museums, business partners and the public. Arranges visits, greets guests and escorts them to the department or delegate as appropriate.
- Coordinates special events related to the operation of the Director's office, such as fundraising and political meetings, exhibition-related events, parties, dinners and luncheons, both onsite and offsite.
- Assists with needs or requests from senior leadership and board members.
- Works proactively across the organization to build a collaborative work environment.
- Performs other duties as assigned or required.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent in related executive level support experience. Ideal candidate will have will have a minimum of 5 years of administrative or related experience, preferably in a non-profit environment.
- Expert level knowledge in Microsoft applications: Word, PowerPoint, Excel, etc.
- Skilled in composing written correspondence and preparing board level presentation; ability to prepare correspondences under own signature or draft responses for C-level signature.
- Experience with Raiser's Edge or other CRM systems and event management systems a plus.
- Knowledge and appreciation of art history or studio art a plus.
- Ability to effectively communicate and build relationships with people at all levels of the organization as well as external contacts, board members and philanthropic contacts.
- Building Trust – Operates with integrity, keeps commitments and has the ability to work with a high degree of confidentiality, reliability, discretion and professionalism.
- Adaptable – is highly flexible and proactive in approach in order to perform a variety of important (sometimes urgent), confidential and complex tasks with constantly changing priorities; must possess the ability to thrive in a fast-paced environment.
- Attention to Detail – must be highly detail-oriented; possess exceptional written and verbal communication skills; and be relentless in pursuing accuracy, proactive in anticipating requirements and able to work efficiently with minimal direction in a high-pressure environment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Standard open office work environment shared with co-workers, with related phone, computer and printer noise. Position requires ability operate a computer and other office productivity machinery, such as a calculator, copy machine, printer and phone system; The person in this position frequently communicates with public membership and staff who have inquiries and must be able to exchange accurate information in these situations. May occasionally lift up to 25 pounds; Support given to various departments across campus may result in occasional exposure to uncomfortable weather conditions.



The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.