



POSITION SUMMARY

Title:	Executive and Programs Assistant
Status:	Full-time, 40 hours/week
Salary:	Commensurate with experience
Benefits:	Health and dental insurance; 401(k) benefits; holiday, sick, and vacation time

RESPONSIBILITIES

The Executive and Programs Assistant will ensure the effective delivery of CCL's three programs from the initial solicitation of applications and selection of candidates to the implementation of multi-week programming and ongoing interaction with alumni. This person will report to the Senior Programs Manager and Director, whom s/he will assist in organizing an effective workflow and carry out special projects.

EXECUTIVE & OFFICE DUTIES

- Manage CCL staff's calendars of meetings, including professional and personal events
- Coordinate staff travel, accommodations, and speaking engagements
- Draft correspondence with Fellows, trustees, and stakeholders
- Assist with bulk mailings, copying, collating, compiling data, and other clerical tasks
- Maintain the daily workflow and office organizational needs including, ordering office supplies and equipment, filing and organization, and IT support
- Greet visitors and assure a tidy and welcoming office environment
- Correspond with vendors to order printed materials and branded collateral
- Conduct research of timely interest for special projects

PROGRAM DUTIES

- Support the planning and implementation of all activities related to CCL's three programs: the CCL Fellowship, CCL/Mellon Foundation Seminar in Curatorial Practice, and MoMA International Curatorial Institute for Modern and Contemporary Art
- Maintain online application and review processes, track deadlines, produce review materials and spreadsheets, and arrange selection committee calls and interviews
- Coordinate travel, accommodations, and other logistics for CCL program participants
- Facilitate the planning of program curricula, draft correspondence to invited faculty and speakers, and regularly update and communicate the status of program schedules
- Draft program materials including syllabi and presenter biographies
- Oversee on and off-site program logistics, including transit, catering, and organized and on time arrival.

COMMUNICATIONS DUTIES

- Maintain up-to-date information on CCL's website
- Draft press releases, program announcements, and news items
- Maintain CCL's social media channels (e.g. Facebook, Instagram) with program updates
- Conduct interviews with CCL alumni for an online series of "Curatorial Chats"
- Create periodical newsletters for CCL stakeholders using MailChimp
- Assist in the drafting, printing, and distribution of CCL's Annual Report

ALUMNI DUTIES

- Maintain alumni contact information and metrics using DonorPerfect software
- Track alumni advancements, projects, and initiatives to keep up-to-date records

BOARD DUTIES

- Produce printed materials for CCL's two annual board meetings
- Work closely with the Director and Senior Programs Manager to draft presentations
- Draft and finalize meeting minutes for board approval

FUNDRAISING AND FINANCE DUTIES

- Copyedit and compile data for grant proposals and reports
- Assist in the processing of financial contributions and donor acknowledgement letters
- Assist with financial bookkeeping and audit preparation

IDEAL CHARACTERISTICS

- Discreet, highly organized, self-motivated, and excellent project management and interpersonal skills
- Impeccable attention to detail and excellent writing and communications skills
- Anticipation of the various needs of the team
- Ease collaborating as a member of a team and with curators, trustees, and other outside stakeholders
- Ability to prioritize and deliver on multiple projects occurring at the same time
- Interest in and knowledge of art history, art museums, and/or cultural leadership
- Openness, curiosity, and a sensitivity to the range of issues in the cultural field
- Ability to represent CCL's vision and values as a spokesperson for the organization

QUALIFICATIONS

- BA in art history, arts administration, or related field
- Experience working in art museums or related organizations
- Strong technical skills, including fluency with Mac OS, Microsoft Office (Word, Excel, PowerPoint), G Suite (Gmail), and Adobe Creative Suite (InDesign, Photoshop). Dexterity with mail merges, advanced Excel functionality, and basic design/layout skills are essential.
- Familiarity with web-based platforms such as MailChimp, Paperless Post, SurveyMonkey, Acuity Scheduling, DonorPerfect, and Dropbox highly recommended

APPLICATION INSTRUCTIONS

Please email a cover letter, resume, and the names of three references to jobs@cclcurators.org. No phone calls please. Only potential candidates will be contacted.

The Center for Curatorial Leadership is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.