



**Open Position - Executive Assistant & Stewardship Officer
Center for Curatorial Leadership
(New York, NY)**

<http://www.curatorialleadership.org/>

ABOUT CCL

The Center for Curatorial Leadership (CCL) trains art museum curators to assume leadership positions in the rapidly evolving cultural climate of the 21st century. Founded in 2008, CCL organizes and hosts four annual instructional programs: the CCL Fellowship for senior curators; the CCL/Mellon Foundation Seminar in Curatorial Practice for advanced PhD candidates; a partnership with the Museum of Modern Art focused on curators of modern and contemporary art from around the globe; and an ongoing Alumni Platform that connects a growing network of 300+ graduates from across all programs. A fifth initiative will soon be underway. Combining finance, strategy, and management coursework with mentorship, practicum exercises, and other activities in the field, CCL empowers participants with the skills, network, and experience necessary to assume and succeed in leadership positions. As a result both of the skills it imparts and the immense respect it enjoys in the field, CCL has an extraordinary record of empowering curators and placing its fellows in the uppermost ranks of the museum world.

JOB DESCRIPTION

The Center for Curatorial Leadership (CCL) is seeking an Executive Assistant & Stewardship Officer to serve as the key administrative support for the Executive Director. This figure will also aid in developing and implementing CCL's core programs and maintaining key institutional relationships. A high level of communication skills, both written and verbal, is essential to the job, as is the ability to establish trusted relationships across all levels of the organization and its growing constituency. Candidates must also have excellent clerical, and organizational skills, in addition to being a cheerful presence on the CCL team. Other expectations include:

- Efficiently operating the Executive Director's office and serving as the bridge between other Staff and the ED;
- Serving as the staff liaison to the Board of Trustees, supporting the Executive Director in her work to prepare for Trustee Meetings, special meetings, individualized meetings between board members and the co-Founders;
- Serving as the liaison between the CCL Executive Director and peer relationships in the field and within the cohort of Fellows and alumni;
- Designing and maintaining effective institutional systems for stewardship of all partners, donors, funders, alumni and peers;
- Partnering with the Executive Director and CCL staff to plan and implement core CCL programs and new initiatives.

ESSENTIAL RESPONSIBILITIES

- To understand all responsibilities of the ED and to anticipate and help deliver on all aspects of her responsibilities, so that the ED can effectively communicate and manage the work with and for all stakeholders.
- Process and route all Directors' correspondence, including the following: drafting responses, proofreading copy, circulating to other staff as appropriate



- Ensure smooth and efficient operation of the CCL Director's office, maintain technology and filing systems, coordinate and update the Director's calendar, and schedule travel accommodations and other events
- Establish institution-wide calendar and manage all staff to map key deadlines and deliverables for effective management of the institution and use of the ED's time.
- Assist ED with general research on a wide variety of existing and future potential projects
- Oversee preparation for board standing meeting and special board meetings; maintain all Board governance documents and compliance
- Prepare paperwork and minutes for CCL Board of Trustees meetings
- Establish a stewardship calendar and master calendar for all key Board meetings and committee meetings as needed
- Develop an institutional portfolio and management system for stewarding all critical relationships within the running of the CCL office and with our external partners, including funders and the Board of Trustees.

KEY QUALIFICATIONS

- B.A. or M.A. degree in the history of art or related field
- At least one to two years work experience in art museums or related organizations
- Exceptional oral and written communication skills
- Ability to work independently
- Ability to work across departments and manage peers as well as manage "up" to the Executive Director
- Excellent office, organizational, time management, digital, and technological skills
- Discreet, highly flexible, self-motivated, cheerful person with ability to anticipate ED's needs, work simultaneously and efficiently on multiple projects, and to prioritize tasks
- Strong computer and design skills; expertise with both Mac and PC platforms and all Microsoft Office programs
- Strong familiarity and interest in the digital space and online learning
- Attributes desired: positive attitude, reliable, sense of humor, good judgement, discreet, and deep interest in and knowledge of art and museums

POSITION SUMMARY

Position Title: Executive Assistant & Stewardship Officer

Status: Full-time

Salary: Commensurate with experience

Schedule: 40 hours/week

Benefits: Full medical, dental, and 401K benefits for employee

TO APPLY

Please email cover letter, resume, salary requirements, and three names of references to: jobs@cclcurators.org

No phone inquiries please. Only potential candidates will be contacted.

The Center for Curatorial Leadership is an Equal Opportunity Employer