POSITION SUMMARY
Title: Executive Assistant & Office Coordinator
Status: Full-time Exempt
Salary: $58,500 - $65,000, commensurate with experience
Schedule: 40 hours/week
Benefits: Competitive benefits package including medical, dental, life and long-term disability insurance, retirement, and substantial paid time off. Hybrid and flexible work scheduling available.

ABOUT THE CENTER FOR CURATORIAL LEADERSHIP
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 350+ graduates from across all programs. 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 of both 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
CCL is seeking an Executive Assistant & Office Coordinator to serve as the key administrative support for the Executive Director (ED). This position will work primarily with and for the ED, and closely with a tight-knit staff of four to support other organizational activities and ensure that CCL’s office operations run smoothly. Exceptional candidates will be, above all, highly organized and self-motivated professionals comfortable working with people across all levels of the organization and able to carry out administrative duties with accuracy and speed. Candidates may come from a range of professional and educational backgrounds, and will distinguish themselves by their demonstrated ability to bring the following qualities to their work in the Director’s Office:

- Understanding and anticipation of the needs and responsibilities of the ED to ensure the smooth and efficient operation of the Director’s Office;
- Ability to work independently, collaboratively across departments, and simultaneously and efficiently on multiple projects;
- Attention to professional tone and “institutional voice” in correspondence with both internal and external stakeholders;
- Openness, curiosity, and a sensitivity to the range of issues in the arts and cultural field; and
- Discretion, good judgment, patience, a positive attitude, and a sense of humor.

JOB DUTIES & RESPONSIBILITIES
The Executive Assistant and Office Coordinator will:
- Act as the point of contact between the ED and all external partners, donors, funders, stakeholders, and peers;
• Extensively manage the ED’s calendar and scheduling and prioritize the most sensitive matters;
• Draft and edit communications on the ED’s behalf and maintain comprehensive and accurate Contact Lists;
• Coordinate ED’s extensive travel, accommodations, and outside activities;
• Assist with ongoing general research support to the ED on a wide variety of existing and future potential projects;
• Perform minor accounting duties;
• Welcome and direct visitors, screen and direct phone calls, and distribute mail;
• Support the daily workflow and general upkeep of the office;
• Provide administrative and clerical support to the Programs, Development, and Finance & Operations teams on an as-needed basis; and
• Due to the nature of CCL’s programmatic activities, be available for occasional in-person work during “off hours” on mornings, nights, and weekends.

KEY QUALIFICATIONS
CCL seeks to field applicants with both traditional and non-traditional professional experiences. Candidates with a Bachelor’s or Associate’s degree, especially in arts administration, museum studies, art history, or a related field are encouraged to apply. Those with significant work experience and/or certifications with art museums or related organizations are also welcome – a demonstrated interest in art history, art museums, and/or cultural leadership is highly desirable. Other key qualifications are:

• Exceptional oral and written communication skills and impeccable attention to detail;
• Excellent organization skills and experience with administrative and clerical duties;
• Strong interpersonal skills and ability to work well on a small team;
• Fluency in Mac OS, Microsoft Office, Google Workspace, and Adobe Creative Suite – advanced Excel functionality and basic design/layout skills are highly desirable; and
• Familiarity with web-based platforms such as Acuity Scheduling, Asana, Doodle, Dropbox, EventBrite, Mailchimp, Paperless Post, and Zoom, among others.

APPLICATION INSTRUCTIONS
Please email a cover letter, resume, and two recent writing samples (no more than ten pages total) to jobs@cclcurators.org. No phone calls please. Only potential candidates will be contacted.

The Center for Curatorial Leadership firmly commits itself to provide equal opportunity of employment to all employees and applicants. No person will be discriminated against on the basis of race, color, national origin, citizenship status, religion, sex, sexual orientation, gender identity or expression, age, personal appearance, marital or familial status, pregnancy, childbirth, military or veteran status, mental or physical disability, medical condition, or other legally protected characteristics. CCL is dedicated to ensuring the fulfillment of this policy with respect to all terms, conditions, and privileges of employment including recruitment, hiring, placement, promotion, working conditions, scheduling, training, compensation, benefits, disciplinary action, termination, employee activities, access to social, educational, and recreational programs, and general treatment with respect and dignity during the employment of our employees. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at CCL will be based on merit, qualifications, and abilities.