



Executive Assistant & Office Manager

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.

The **Executive Assistant & Office Manager** is an essential member of the Executive team that will be responsible for managing the office of the Director/President, providing direct support to the executive team, and assisting with Trustees activities. Acting as the first point of contact for both internal and external visitors, inquiries, and requests directed to the President's office, this pivotal role requires a blend of administrative expertise, communication skills, and a passion for the arts and culture of New York City. The Executive Assistant & Office Manager must be detail-oriented, capable of handling multiple priorities, enjoy working in a fast-paced environment, and exhibit a high level of professionalism and discretion. This is a full-time, onsite, in-person regular position that reports directly to the Director/President.

Roles and Responsibilities:

Executive Support:

- Provide comprehensive administrative support to the President, including calendar management, travel arrangements, and meeting coordination.
- Manage and screen telephone calls, mail, email, inquiries, and visitors and respond on behalf of the President as appropriate and needed.
- Track and manage to-do list for the President and Executive Team, ensuring that tasks are tracked and completed on time.
- Welcome and manage onsite visitors and meeting arrangements.
- Prepare and organize materials for meetings, presentations, and events in print and digital formats.
- Draft correspondence, reports, and other documents as needed.
- Act as a liaison between the President and staff, board members, and external stakeholders.

Office Management:

- Oversee daily office operations to ensure a smooth and efficient work environment.
- Manage office supplies and vendor relationships, including procurement and inventory tracking.
- Develop and implement office procedures and policies to improve operational efficiency.
- Coordinate special projects and initiatives as assigned by the President.
- Manage time and expense reports for members of the executive team.
- Oversee the Director's Office budget and handle invoice payments.
- Create and maintain manual and electronic filing and archiving systems, adhering to institutional records-retention policies.

Board of Trustees:

- Manage scheduling and notification of board and committee meetings.
- Prepare agendas, resolutions, and other documents and information for print and electronic distribution.
- Take meeting minutes and distribute them to appropriate stakeholders promptly.
- Coordinate logistics for meetings, including room bookings, conference call setups, attendance, and refreshments.
- Schedule Trustee orientations and events.
- Maintain Board of Trustee official records and archives.

Museum Operations:

- Assist with materials, preparation, and execution of fundraising initiatives such as symposia, galas, proposals, and reports.
- Take and distribute minutes of senior management meetings.
- Schedule and prepare materials as needed for staff meetings
- Perform other duties and projects as assigned

A successful candidate will have:

- At least five years of experience in an executive assistant or board relations role, ideally in a fast-paced environment with high volume interactions.
- Strong organizational skills with the ability to manage multiple projects and priorities independently.
- Flexibility, adaptability, and ability to pivot based on changing needs.
- Diplomacy, tact, and the ability to manage relationships with various stakeholders.
- Collaborative mindset with excellent interpersonal skills.
- High level of professionalism, discretion, and ability to handle sensitive information with integrity.
- Experience in nonprofit organizations or museums preferred.
- Excellent written and verbal communication skills, with strong attention to grammatical accuracy.
- Proficiency in Microsoft Office (Word, PowerPoint, Excel, Outlook, Teams) and experience with project management tools.
- Familiarity with AV technology and web-based conferencing systems.
- Strong internet-based research skills.
- Experience with CRM or fundraising databases (e.g., Blackbaud Altru or Raiser's Edge) preferred.
- The desire to work in a collaborative, supportive environment
- Attention to detail, with strong analytical and critical thinking skills.
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations

Physical Requirements & Work Environment

This is an onsite, in-person role with working hours from 9:30am to 5:30pm. Occasional evening and weekend work may be required. This role requires being stationary for at least 75% of the time and navigating office and museum environments. Proficiency in operating office equipment and occasionally lifting up to 25 pounds is essential, along with significant wrist, hand, and finger movements. Strong visual acuity (close, distance, color, and peripheral vision) is necessary for tasks like data analysis and computer use. Occasional outdoor work and travel within the five boroughs may be required.

BENEFITS

The annual salary for this position is \$75,000. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan. The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability, critical illness, accident insurance, legal services and pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, 12 holidays, and vacation. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Executive Assistant** within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues.

Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The Museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the Museum has facilities.