

### **Administrative Assistant, Curatorial Affairs**

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

The Museum of the City of New seeks an Administrative Assistant for the Curatorial Department. This position reports to the Associate Director, Curatorial Projects and provides administrative support for a department of eight. We are seeking a hard-working, highly organized, and self-motivated team player who is a highly efficient problem solver, proactive in the workplace, and comfortable with multitasking.

#### **Roles and Responsibilities:**

- Proofreading exhibition text and correspondence; drafting thank you notes and loan letters
- Submitting check requests and reconciling departmental expenses and credit card statements
- Scheduling appointments for the department, taking meeting minutes, and supporting the logistical needs, including catering and hospitality
- Assisting the Chief Curator with scheduling, correspondence, and file management
- Locating copyright holders and securing permissions for use of images and videos
- Assisting with selected logistics of exhibition planning, including researching, ordering exhibition materials, assisting with visual and audio aids for visitors of varying abilities, maintaining object lists, and organizing schedules
- Managing the exhibition webpages and Curatorial Department's intranet pages
- Fielding phone calls, correspondence, exhibition proposals, and email inquiries to the Department
- Managing and ordering departmental supplies
- Sorting incoming mail and sending outgoing packages
- Performing other clerical duties, such as maintaining exhibition files and photocopying
- Other duties as assigned

#### **A successful candidate will have:**

- Four-year college degree (preferred) or Associate's Degree with at least two years of experience in a demanding workplace
- Relevant work or internship experience, ideally in a nonprofit environment
- Proficiency in Microsoft Office Suite, including advanced command of Microsoft Excel (creating formulas, charts, and pivot tables)
- Research and writing skills (undergraduate thesis experience preferred)
- Excellent spelling, grammar, and copyediting skills
- High level of accuracy and attention to detail
- Ability to self-direct and efficiently multitask
- Excellent interpersonal skills; comfortable interfacing with the public
- Dependability, reliability, and a strong work ethic
- Experience in project management and scheduling a plus
- Knowledge of Adobe Suite and/or SmartSheet a plus

#### **Physical requirements**

- While performing the essential functions of the job, the assistant typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel,

and to stand, walk, reach, bend, or lift up to 20 pounds. The position requires mental acuity, and capacity to manage high stress and emotion.

## **BENEFITS**

The salary for this position is \$50,000. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

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](mailto:jobs@mcny.org). To be considered, please include **Administrative Assistant, Curatorial Affairs** 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, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, 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. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*