

Job Description: ADMINISTRATIVE ASSISTANT

Date: February 2017

Reports to: Executive Director

Summary

This position provides administrative support to the Executive Director and other managers and staff members in the Administrative Offices during a two- to three-year project. In addition to basic office functions, performs duties such as managing mail and email correspondence, scheduling and planning meetings and presentations, updating the development database, coordinating direct mailings, assisting with parties and special events, and work on special projects. Also answers non-routine correspondence and assembles highly confidential and sensitive information. This position will be the administrative contact with trustees, key donors, staff throughout the museum, and others in the Museum community, responding to inquiries and keeping the Executive Director informed. Excellent verbal and written skills required. Independent judgment necessary to plan, prioritize and organize diversified workload. The ideal candidate is able to work independently, multi-task, be resourceful and a good problem solver. Position requires sensitivity, flexibility, a sense of humor, and ability to work collaboratively with other staff, volunteers and trustees.

Associate's or Bachelor's degree or equivalent, and relevant work experience are required.

Job Duties & Responsibilities

1. Schedules and organizes complex activities such as meetings, conferences and other activities for the ED and members of the Museum community.
2. Assembles reports and visual presentations for the ED and others as assigned.
3. Establishes, develops, maintains and updates electronic and paper filing systems. Retrieves information when needed.
4. Organizes and prioritizes confidential information and calls.
5. Opens mail and email for the ED. Drafts written responses or replies by phone or email when appropriate. Responds to regularly occurring requests for information.
6. Answers phone calls for the ED. Takes messages or fields/answers questions of routine and non-routine nature. Provides phone coverage for Office Manager and other staff members when necessary.
7. Acts as a liaison with other departments and outside agencies; handles confidential and non-routine information and explains policies when necessary.
8. Coordinates the Annual Fund mailing; manages/maintains the Development database, enters gifts and generates official thank you letters; designs/retrieves reports.
9. Works independently and/or within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects at the request of the ED, which may include: planning and coordinating presentations, disseminating information, coordinating direct mailings, assisting in creation of brochures and other design projects.
10. Plans and coordinates Museum events as requested.
11. Types and designs general correspondence, memos, charts, tables, presentations, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
12. Is the administrative contact person for board and donor relations.
13. Generates reports and mailing lists; coordinates mailings.
14. Occasional work on evenings and weekends as required.
15. Completes other duties as assigned.

Skills and Education Requirements

- Proven experience as an Administrative Assistant, experience in a customer-focused and/or museum environment is preferred.
 - Demonstrated competence in MS Office with expertise in Microsoft Word, PowerPoint and Excel; knowledge of PastPerfect or other fundraising databases a plus
 - Excellent verbal and written communication skills
 - Detail-oriented and comfortable working in a fast-paced office environment
 - Ability to work independently, able to maintain confidentiality
 - Able to analyze and problem solve
 - Superior organizational skills and dedication to completing projects in a timely manner
 - Collaborative personality and sense of humor
 - Associate's or Bachelor's degree or equivalent required
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Bennington Museum

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ADMINISTRATIVE ASSISTANT JOB POSTING

Administrative Assistant

Renowned regional museum of art and history seeks an Administrative Assistant to the Executive Director. The position will provide support to the director and other staff members during a two- to three-year project. Duties include administrative and secretarial tasks such as typing, filing, managing mail and email correspondence, and scheduling meetings and presentations. This position will be the administrative contact with trustees, key donors, and others in the Museum community, responding to inquiries and keeping the Executive Director informed. The ideal candidate is able to work independently, prioritize, and multi-task as well as be resourceful, a good problem solver and highly organized. The position requires sensitivity, a sense of humor, and ability to work collaboratively with staff, volunteers and trustees. Associate's or Bachelor's degree or equivalent, 2-3 years experience, and excellent verbal and written skills required. If you think this opportunity is for you, email cover letter, resume, two professional references and a writing sample to hr@benningtonmuseum.org