

**January 2025**

**Position Opening: Administrative Assistant, Bennington Museum**

*The Bennington Museum presents and explores the rich culture of southern Vermont, eastern New York State, northwestern Massachusetts, and southern New Hampshire in all its forms, from the 18th century to the present. We connect you with objects of art and history, and put them into context across time and place through innovative exhibitions and programming, virtually and in-person, year-round.*

- We Believe that by connecting people with real objects of art and history, and challenging them with complex ideas, we will excite the imagination, inspire innovation, and bring delight
- Our Purpose is to create effective connections and community through art, history, and nature. To do this we tell and exchange stories focused on our collections and the culture of our region.
- Our Aspiration is that, through our collections and programs, people everywhere will come to value the stories of Vermont, the Bennington region, and the achievements of those who have lived here.

**Position Description**

Working closely with the Executive Director and senior Museum Staff, the Administrative Assistant oversees all aspects of administrative coordination and logistics for the Bennington Museum. The Administrative Assistant's primary role is to support the Executive Director, performing a variety of routine to complex administrative, clerical, shared Human Resources duties and office tasks.

**Primary Responsibilities**

- Oversees day-to-day administrative needs of the Museum's office; serves as point person for general office procedures and interoffice communications
- Maintain and orders mailing supplies and general office supplies, including paper and ink for copier
- Order letterhead and envelopes through vendor
- Work with service providers to maintain copier and mail meter
- Reloads mail meter funds as needed and manages outgoing mail
- Update phone system button options, phone tree, and recordings
- Pay Sales & Use Tax online (monthly)
- Ensures office and meeting spaces are prepared for the workday and upcoming meetings. Organizes refreshments, seating, telecommunications and/or technology as needed
- Assists with organizing meetings, notifies attendees and sends reminders on behalf of the Executive Director
- Prepares agendas, correspondence, reports, and other documents as required by the Executive Director while maintaining a high level of confidentiality
- Assists in preparation of Board and Committee meetings; gathers reports from staff, board, and community partnership for the Executive Director
- Provides administrative support for the Board and Committee members as needed
- Gathers minutes from Board of Trustees meetings for signatures and maintains electronic and hard-copy archives
- Organizes travel arrangements including airline, car, and hotel reservations for staff, curators, artists as assigned
- Answers telephones and manages incoming communications (email, phone, post). Responds to or directs communications to appropriate staff as needed
- Liaises with CEFO and bookkeeper to ensure smooth processing of accounts payable/receivable, tax documents, payroll and staff leave

**Board Related**

- Maintain Google Board and Committee Documents folder
- Organize approved Board and Committee meeting minutes
- Track and update current policy versions and ensure appropriate access in Google Drive
- Maintain Board and Committee rosters and lists
- Maintain and update Trustee Candidate Interview Packets and Trustee Handbook
- Make sure all relevant documents are placed into the Board folder prior to the meeting
- Edit folder permissions as needed
- Assist with policy formatting
- Maintain hard and e-files for each board member

**Additional Responsibilities**

- Provides administrative support for Visitor Services initiatives
- Assists in the posting, recruitment, and processing of applications for interns and employment opportunities in partnership with relevant departments
- Conducts independent research and assists with special projects, special events as needed
- Additional duties as assigned and/or required

**Qualifications**

- Bachelor's degree or a combination of education and/or four years' experience in a similar role.
- Multitasking ability and cooperative work ethic;
- Familiarity with Google Suite, MS Office Suite, and social media platforms (or similar experience);

**Preferred Qualifications**

- Not for Profit Experience;
- Experience in Human Resources
- Museum Experience
- Outstanding written and verbal skills;
- Willing to become integrated into the Bennington community

**Hours and Pay Scale**

25-30 Hours a Week; \$20 HR

**How to Apply:**

Please email letters of interest and resumes to [administration@benningtonmuseum.org](mailto:administration@benningtonmuseum.org) with the subject line *Administrative Assistant*.