



## Position Description **Executive Assistant**

### **About MOCAD**

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope and beauty can coincide.

MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

### **About the Role**

The Executive Assistant will provide administrative support to the executive team (Artistic Director and Deputy Director) and serve as a liaison to the Board of Directors. The Executive Assistant will prepare agendas, maintain records, and organize board, committee, and staff meeting minutes. They will also perform duties such as maintaining internal calendars, managing supply inventory, and working on special projects. The Executive Assistant answers general incoming correspondence and assembles highly confidential and sensitive information. They will deal with a diverse group of stakeholders and visitors, as well as internal contacts at all levels of the museum. Independent judgment is required to plan, prioritize, and organize diverse workloads, and recommend changes in office practices and procedures. In coordination with the Development Department, the Executive Assistant will act as the point person for the administrative aspects of MOCAD's membership program including documenting and overseeing the administrative aspects; preparing and sending out welcome packages for new and renewing members; performing data entry for new and renewal paperwork; and physical filing.

### **Classification**

Status: Full time, Exempt.

### **Compensation Range**

\$45-50K

### **Schedule**

Monday-Friday; some evening and weekend hours as needed. In-office vs at-home schedules are staggered at present due to pandemic safety guidelines. When it is safe to resume public programs, this role may require some adjustment to cover programs on evenings and weekends as needed.

### **Key MOCAD Relationships**

Supervised by: Deputy Director

Key MOCAD relationships: Exhibitions + Curatorial: Artistic Director, Suzanne Feld Hilberry Senior Curator, Director of Exhibitions + Facility Operations; Development Department: Director of Development; Business Operations Department Members – Business Operations Manager, Deputy Director. This role will generally interact with staff members at all level.

### **Role Responsibilities**

#### **Administrative Support**

- Maintain office supply area including supply inventory
- Sort incoming mail and maintain staff mailboxes

- Administrate all staff and department head meetings (alternating weekly): send reminders, create agendas, take notes and distribute to staff
- Take the lead in recognizing staff birthdays, and coordinate staff hospitality during special events (ordering staff meals, etc.)
- Act as a point person for ensuring that internal staff events occur regularly (team building activities, annual staff holiday party, etc.)
- Assist with copy editing as needed, help maintain style guide
- Monitor and maintain internal museum calendars for special events, exhibitions, staff, and more
- Provides direct administrative support to the executive team (maintain calendars, schedule meetings; assist with correspondence).
- Prepare and format information for internal and external distribution on behalf of executive team. This may include writing or editing letters and memos, compiling data for reports, creating computerized presentations, writing reports, proofreading, and other information preparation duties.

## **Board Administration**

- Update and maintain the Board of Directors rosters.
- Monitor board contributions in partnership with the Deputy Director; prepare letters and invoices for Board contributions and other cultivation/funding projects as needed; share such information with the Development Department for official recognition.
- Update and distribute informational binders for incoming Board members.
- Administrate and manage quarterly board meetings and Executive Committee Meetings: send reminders, create agendas and compile materials, coordinate details and set up for meetings, recording of minutes.
- Administrate and manage committee meetings as needed.
- Assist the executive team and Board Chair with other board-related communication and organizational projects as needed, such as regular board announcements, organization information for board travel, administrating votes-by-email, etc.
- Act as a point person for board members, responding to and/or redirecting their needs and requests.

## **Development + Membership Administration**

- Coordinate administrative aspects of donor- and VIP-oriented events such as fundraisers and dinners, including coordinating VIP invites and RSVPs for general Museum events such as exhibition openings.
- Manage ticketing for major programs, fundraising events, and special events as needed
- Manage membership program including enrollment and fulfillment.
  - Complete all fulfillment processes
- Maintain and update membership digital and physical records.
- Develop and implement membership promotions.
- Create and send membership communications.
- Manage renewal program including sending out membership renewal notices monthly.
- Monitor and manage membership email address.
- Participate in DonorPerfect clean-up and maintenance projects.

## **Required Skills and Experience**

- Three or more years of successful administrative experience, and experience reporting directly to senior management.
- Ability to maintain confidentiality and communicate with diplomacy and discretion.
- Strong attention to detail, excellent written and oral communication skills, and ability to polish all outgoing communications.
- Ability to prioritize conflicting needs, handle matters expeditiously and proactively, and follow through on projects to successful and timely completion.



- Superior organizational abilities and time management skills.
- Ability to follow through on detailed day to day work while simultaneously looking at the bigger picture to anticipate future needs and make recommendations for meeting them.
- Excellent interpersonal skills and the ability to work on a team. Friendly, helpful communication style.
- Excellent skills in Google Suite (Gmail, Drive, Calendar), Adobe PDF, and Microsoft Office Suite (Word and Excel), and Zoom.

### **Desired Skills and Experience**

- Associate's or higher degree in a related field, or equivalent experience.
- Interest in contemporary art and culture
- Knowledge and understanding of organizational accounting/financial procedures.
- Familiarity with DonorPerfect a plus
- Reliable transportation for running errands and attending off-site meetings, programs, and events on behalf of the Museum (mileage reimbursed.)

To apply for this role, please email your resume and cover letter as a PDF to [jobs@mocadetroit.org](mailto:jobs@mocadetroit.org) by July 22, 2022. Unfortunately, we are unable to respond to inquiries about hiring or this position.