

Job Description



An Equal Opportunity Employer

Job Title:	Assistant to the Director
Department:	Administration
FLSA Classification:	Non-exempt
Reports to:	Director
Revision Date:	February 2018
Primary Purpose:	The Assistant to the Director provides high-level administrative support to the Museum's Director by performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for the Director, executive team, and the Board of Trustees.
Essential Functions:	<ul style="list-style-type: none">• Maintains director's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.• Provides clerical assistance to the Director by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.• Prepares correspondence for the Director and the President of the Board of Trustees.• Coordinates all pre-meeting arrangements for Trustee Committee meetings. Including the preparation of agendas and packets for Board meetings.• Takes minutes for meetings involving the Board of Trustees.• Maintains updated lists for the Director and the Board of Trustees, including names and addresses of all Board members and committee assignments. Tracks the Terms of Service for all Trustees.• Sends out meeting notices for all meetings involving Board members.• Serves as liaison between staff and IT service provider.• Welcomes visitors by greeting them, in person or on the telephone; answering or directing inquiries.• Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.• Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.• Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.• Perform other duties as assigned.

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Skills and Qualifications	<ul style="list-style-type: none">• Excellent Interpersonal skills. Friendly and professional demeanor.• Able to effectively communicate with different stakeholders to include Trustees, donors, staff members, and members of the community.• Excellent Writing Skills.• Strong scheduling, time management and organizational skills.• Must have advanced computer skills and be well-versed with Microsoft Office and Apple products. Able to learn Museum-specific programs and software.• Ability to provide basic maintenance and troubleshoot office equipment such as telephones, computers, and printers.• Strong Presentation Skills.• Must be able to work under pressure and meet deadlines.• Must be self-motivated and dependable.• Must have or develop advanced knowledge of the Chrysler Museum of Art, including its programs, goals, and mission, as well as advanced understanding of the principles of office administration.
Education and Experience:	<ul style="list-style-type: none">• High School Diploma required; BA/BS preferred.• Minimum of three years of relevant work experience.
Working Conditions:	<p>Position will be based in a busy office environment, subject to frequent interruptions, and will interface regularly with the public. The work entails dealing professionally with highly confidential information and requires a high degree of confidentiality.</p>
Physical Requirements:	<p>Must be able to lift and carry file boxes and other awkward items weighing up to 25 lbs., including up and down stairs. Requires intermittent standing, walking, sitting, squatting, stretching, and bending throughout the workday.</p>