



**Virginia Museum of Contemporary Art is looking for an Executive Assistant to support the Director & CEO.**

**Title:** Executive Assistant

**Department:** Executive Administration

**Report to:** Director and CEO

**Our Mission:** Virginia MOCA presents ever-changing exhibitions where neighbors, strangers, students, families, communities, and cultures are invited to explore our shared humanity, through locally relevant and nationally resonant, contemporary art that's exceptional—in all of its timeliness, restlessness, and beauty.

**Responsibilities:**

- Provide sophisticated calendar management for Director & CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a broad variety of administrative tasks that facilitate the Director & CEO's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense reports.
- Work closely with the Director & CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Anticipate Director & CEO's needs in advance of meetings, conferences, etc.
- Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed.
- Work with the Executive Team to coordinate the Director & CEO's outreach activities. Follow up on contacts made by the Director & CEO to cultivate ongoing relationships.
- Provide hospitality to all guests and help to create a welcoming environment.

- Support broader senior leadership through assistance on ad hoc projects including, but not limited to, special events and member/donor communications.
- Other projects/duties as assigned for the overall benefit of the organization.

### **Qualifications/Experience:**

- Significant executive support experience, including supporting C-level executives. Nonprofit board experience is preferred.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Technical proficiency and problem-solving skills.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.

### **Work Demands & Environment**

- Prolonged standing, sitting, and computer usage; Ability to lift 10-20 pounds.
- Maintains working standards and best practices for the museum, as defined in employee handbook and by the American alliance of Museums.

Salary commensurate with experience

Virginia MOCA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Virginia MOCA is also committed to compliance with all fair employment practices regarding citizenship and immigration status.

### **To apply:**

Interested candidates should send a resume and cover letter to [careers@viriniamoca.org](mailto:careers@viriniamoca.org)