



Executive Assistant

Job Summary

The Executive Assistant has the primary responsibilities of assisting the Executive Director with day to day Museum operations as assigned, maintaining confidentiality, acts as assistant to the Board of Trustees and several other committees the Museum works with.

Responsibilities:

- Prepare notices, agendas, correspondence and documentation for Board of Trustees, VBMA Foundation Board, Executive Committee, Governance Committee, Finance Committee, Nominating Sub-Committee and ad-hoc Committees meetings.
- Plan, set up and attend meetings, responsible for maintaining Board of Trustees and committee files and records, responsible for minutes.
- Schedule Senior Management Meetings and prepare agendas.
- Provide Board and Committee member's hours to Development Coordinator.
- Maintain current lists of Board of Trustees and standing committee members.
- Maintain Board of Trustees history and archive records.
- Prepare and update as needed Board, Executive and Committee meeting schedules and events.
- Maintain orientation notebooks for Board of Trustees and Nominating Committee members.
- Provide required paperwork to new Trustee candidates and assist with onboarding.
- Schedule and coordinate Annual Meeting of the Board of Trustees. Prepare script for officers and arrange and coordinate outgoing Trustee gifts.
- Provide Director of Marketing with necessary documentation for the annual report.
- Update and coordinate printing of Board of Trustees Directory and Annual Meeting documents.
- Assist the Executive Director with all mail and correspondences, planning and scheduling meetings and appointments and office duties as required.
- Responsible for Executive Director's travel arrangements.
- Organize and maintain the Museum's administration files and archives.
- Assist the Executive Director and the Director of Finance with budget preparation for administration and follow-up throughout the year.
- Prepare check requests for Executive Director and administrative budget items and reconcile VISA statements. Authorized signature on accounts payable checks.
- Responsible for keeping the office of the Executive Director organized.
- Provide Director of Finance with necessary documentation for the annual audit.
- Reserve space for Executive Director as required for meetings, notify appropriate staff of visitor's arrival.
- Records outgoing messages on Museum's telephone.
- Approve time off requests, verify and approve timesheets for Executive Director's direct reports.
- Responsible for maintenance of administration office equipment and/or purchase of new equipment.
- Maintain and order offices supplies for Administration.
- Remove donations from donation box, give funds to the Finance Department and notify the Development Department.
- Schedule, attend and participate in Department Head and staff meetings.
- Maintain good working knowledge of the Museum's policies, procedures, educational practices and ideologies.

- Be knowledgeable of and practice the AAM Code of Ethics.
- Track expenses, prepare and deliver invoices.
- Maintain VBMA organizational chart.
- Review applicable content for Quarterly.
- Prepare and provide annual holiday schedule to staff.
- Monitor workplace protocols as necessary.

Functional Relationships:

Reports to the Executive Director/CEO. **Works closely with** the Executive Director, Director of Finance, Director of Development, Director of Security, Director of Facilities, Curator of Collections and Exhibitions, Director of Education, Director of Human Resources and all staff members.

Qualifications:

- BS Degree in business management preferred.
- A minimum of five (5) years of experience as an Executive Assistant, preferable to a C-level executive (museum experience preferred).
- Knowledge of professional administration practices, computer programs and office equipment operation; with exceptional organizational skills.
- Calls for flexibility, excellent interpersonal skills, project coordination experience and the ability to work well with all levels of internal management and staff, as well as outside clients, patrons and vendors in a fast paced environment.
- Must be proficient in Microsoft Word, Excel, Publisher, PowerPoint, Outlook with accurate typing ability.

Benefits:

- Vacation time
- Sick time
- Float Days
- Holiday Pay
- Free Museum Membership
- Medical
- Dental
- Vision
- Voluntary Life
- 403b with Match

Pay:

\$55,000 - \$65,000 per year

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please send a cover letter and resume to Danielle Elliott at delliott@vbmuseum.org