



JOB TITLE: Administrative Assistant

CLASSIFICATION: PT, Hourly, Non-Exempt	EXPECTED HOURS OF WORK: T, W, Th, 10AM – 6PM, evening hours rarely required
DEPARTMENT: Executive	REPORTS TO: Executive Director

POSITION SUMMARY: The Administrative Assistant is responsible for supporting the work of senior-level staff by facilitating efficient office procedures. This key position handles project-specific and day-to-day tasks covering a broad range of FWM’s operations, most especially through the executive, administration & finance, and external affairs departments.

Like all staff, the Administrative Assistant is expected to foster and actively participate in the collegial dialogue, sharing of professional opinions, and advancement of ideas related to contemporary art within and beyond FWM.

RESPONSIBILITIES:

- Projects a positive, well-informed, professional image on behalf of the Executive Director, senior-level staff, and FWM in internal and external communications.
- Monitors incoming communications, expedites outgoing mail or information, and performs data entry.
- Manages the Executive Director’s calendar and presentations, including coordinating meeting materials and booking appointments, reservations, and travel arrangements.
- Maintains accurate, current files for senior-level staff and FWM Board.
- Serves as liaison to the Board by scheduling meetings, coordinating and distributing materials, and taking accurate meeting minutes.
- Plans and coordinates all staff meetings and department head meetings.
- Assists Executive Director and Director of Administration with personnel-related functions
 - Posts employment opportunities and processes job applications
 - Supports the onboarding of and conducts orientation with new staff
 - Updates job descriptions
 - Conducts research and revises personnel policies as determined by senior-level staff
- Assists with the execution of events, such as annual benefit, opening receptions, and press previews as necessary.
- Develops timelines and monitors tasks to ensure that work is completed by agreed deadlines.
- Handles highly sensitive and confidential matters and information with utmost discretion.
- Gains and draws on extensive knowledge of FWM’s institutional history, including past projects, and adherence to organizational mission.
- From time to time, performs other related duties as assigned by Supervisor.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

COMPETENCIES:

- **Organizational Support**—Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **Dependability**—Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Communication**—Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.
- **Interpersonal Skills**—Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Ethics**—Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

QUALIFICATIONS:

- B.A. or equivalent and/or at least 2 years' experience in an administrative role.
- Ability to exercise high levels of confidentiality, tact, and diplomacy.
- Aptitude for meeting deadlines and adjusting to changing time schedules in a fast-paced environment.
- Social and communication skills to work with the Board and supporters of the museum.
- Experience using online conference technology, particularly Zoom and MS Teams.
- Expert proficiency with full MS Office Suite, particularly Word, Excel, and PowerPoint; SharePoint and Microsoft Teams also preferred; design programs like Photoshop or InDesign a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand
- Occasionally required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items up to 25 pounds
- Occasionally exposed to outside weather conditions

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.