

# Shaker Museum

## POSITION DESCRIPTION: EXECUTIVE ASSISTANT

Shaker Museum, home to the world's most significant collection of Shaker material culture, is seeking a reliable and experienced Executive Assistant during a pivotal moment in the evolution of the institution. This September, Shaker Museum is commencing construction on a new permanent facility designed by Selldorf Architects—transforming a small country museum founded 75 years ago into an international destination in Chatham, NY.

### SUMMARY

The Executive Assistant will directly support the Executive Director, primarily by handling administrative tasks to enable the Executive Director to work seamlessly (80%) but also by providing administrative support for the office (20%). The successful candidate will possess excellent attention to detail, be highly comfortable working in the digital realm, be able to multi-task, and is an excellent verbal and written communicator. This individual will exercise discretion and good judgement in a variety of situations while balancing multiple priorities, always keeping the mission of the museum in mind.

### RESPONSIBILITIES

#### 80% Support Executive Director

- Serve as the first point of contact for the Executive Director, answering phone calls and emails and handling queries as appropriate
- Draft and prepare presentation documents for internal and external audiences, including agendas, reports, special projects, and other items for the Executive Director's use. Prepare the Executive Director for meetings and public functions by providing background information and onsite support as needed
- Coordinate meetings by sharing agendas, assigning participant roles, preparing materials, sending invitations, and keeping minutes when asked
- Manage calendars and schedules, including making arrangements for travel and accommodations
- Display discretion and good judgement in managing sensitive matters, prioritizing confidentiality
- Represent the Executive Director and the museum effectively by exhibiting thoroughness, thoughtfulness, punctuality, courtesy, and care

#### 20% General Administrative Support

- Represent Shaker Museum's office by answering phones, greeting visitors, handling mail, and providing tech support for presentations and hybrid meetings

- Provide support to Shaker Museum's business office by ordering supplies, managing office technology, and coordinating occasional maintenance needs with technicians
- Support Shaker Museum's development office by providing support with appeal mailings, development events, prospect research, and donor tracking
- Undertake special projects and other duties as assigned

## QUALIFICATIONS

- Very strong computer skills and aptitude, including advanced knowledge of Microsoft 365 Office Suite required
- Strong work ethic, with the ability both to work collaboratively and entrepreneurially
- Excellent communication skills, both written and verbal, including demonstrated proofreading skills
- Meticulous attention to detail
- Ability to independently manage projects with complex deadlines and priorities
- Bachelor's degree strongly preferred
- Minimum of five years of professional, post-graduate (i.e. non-intern) experience in a similar capacity, preferably in a nonprofit or cultural organization

## HOURS AND BENEFITS

This position is located in Chatham, NY. This is a permanent, full-time position (40 hours/week) offering a salary range of \$55,000 - \$60,000 per year. Additionally, the position includes a comprehensive benefits package: vacation, holiday, personal, and sick leave, health insurance, and a 401(k) program.

Please note: Evening and/or weekend work will occasionally be required, with flexible scheduling available as compensation.

Please send resume, along with a detailed cover letter explaining your interest in the position, to Lisa Malone Jackson at [lmjackson@shakermuseum.us](mailto:lmjackson@shakermuseum.us). Use "Executive Assistant: [Your name]" in the subject line.

It is the policy of Shaker Museum to provide for equal employment opportunity in and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, genetic predisposition, or carrier status.