The Baltimore Museum of Art (BMA) seeks to fill the position of Administrative Assistant in the Director’s Office. Reporting to the Chief of Staff, this integral position is responsible for a wide range of administrative activities in an exceptionally busy and fast-paced environment. During the Director vacancy interim period, this position would support the Interim Co-Directors. The ideal candidate will be both self-motivated and able to take direction with a positive attitude and cooperative spirit.

**RESPONSIBILITIES**
Responsibilities include but are not limited to:
- Creating a welcoming and friendly atmosphere and an awareness of the needs and concerns of others.
- Providing excellent visitor service, problem-solving, and satisfying internal and external customers as necessary.
- Setting up meetings (greeting and escorting visitors, ordering supplies as necessary, etc.)
- Scheduling the Director’s Office many meetings and appointments, also supporting the Chief Operating Officer in current position of Interim Co-Director.
- Attending Advancement Department meetings.
- Inputting all donor meetings into Raiser’s Edge for tracking and proposal management, working closely with the Advancement Manager and the Curatorial Assistant to the Chief Curator.
- Representing the Director’s Office and working at museum-wide events.
- Booking travel arrangements.
- Opening and distributing mail.
- Submitting reports to Trustee committees, including Compensation Committee.
- Taking minutes at certain Trustee committee meetings.
- Handling confidential information in a professional and discreet manner.
- Tracking and managing Director’s Office budget - reconciling budget reports; reconciling credit card statements and submitting to finance in a timely manner; creating and tracking invoices; submitting payment requisitions.
- Providing assistance with Trustee/Director’s Trips.

This full-time, exempt position reports directly to the Chief of Staff; has responsibilities to the Interim Co-Directors and Chief Operating Officer; and works closely with colleagues across the institution and external constituents.

**QUALIFICATIONS**
- Bachelor’s Degree, art or art history preferred, or professional experience equivalent
- At least 2 years of administrative/office management experience or its equivalent.
- Demonstrated ability to handle confidential information effectively.
- Strong organizational and project management skills.
- Deep understanding of technology and its use in the museum as well as the office environment.
- Highly proficient with computer software including but not limited to, Microsoft Office including extensive experience with PowerPoint and Excel, and social media. Experience with Raiser’s Edge preferred.
- Excellent written and verbal communication skills.
- Ability to work independently.
• Strong interpersonal skills, emotional intelligence, and good judgment. Interest in collaborating with a wide range of stakeholders.
• Highly organized.

**BENEFITS**
The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan with match, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

**APPLY**
We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that any applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send a cover letter with salary requirements and resume to HR@artbma.org with “Administrative Assistant, Director’s Office” and your first and last name in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.

Position will be posted until filled.