

Phoenix Art Museum is looking for an **Administrative Assistant** to perform a wide range of administrative and office support activities for the Deputy Director, Finance and Operations to facilitate the efficient operation of the Division. The ideal candidate will work independently and take initiative on projects and tasks at all administrative levels

MAIN JOB DUTIES

1. Independently organize and coordinate work to effectively support the Deputy Director, set priorities, and meet established deadlines with little or no supervision.
2. Timely and accurate preparation of internal and external correspondence, supporting documents, and contracts. Production of drafts and a wide variety of finished documents from notes, recording devices or brief written/oral instructions with attention to detail and accuracy. Plan and prepare expense reports, periodic or special reports, including creation of new reports as directed, and assist in the coordination and preparation of the annual Museum budget.
3. Efficiently and effectively organize the Deputy Director's calendar to maximize time availability. Schedule appointments, coordinate meetings, and maintain daily and yearly planning calendars to facilitate timely preparation and follow through for the Finance and Executive Committees, Museum Board and Endowment Board meetings.
4. Coordinate logistics and planning of Finance Committee and Endowment Board meetings. Prepare and mail committee packets in a timely manner. Prepare minutes for all Endowment Board meetings and for other Board Committee meetings as needed.
5. Create and maintain all corporate minute books and records. Manage the collection and monitoring of Certificates of Insurance. Maintain appropriate filing systems; archive or destroy Deputy Director's files consistent with the Museum's Records Management Policies.
6. Assist the Deputy Director in managing the review of contracts and other legal documents.
7. Facilitate communication between the Deputy Director and direct reports by serving as a liaison and scheduling meetings as needed. Provide administrative support to Accounting staff as necessary.
8. In the absence of the Assistant to the Director, provide administrative support to the Museum Director and record minutes for Board of Trustee meetings if needed.
9. Create ad-hoc reports, oversee select programs and perform miscellaneous projects as assigned.
10. Make travel, meeting, and event arrangements as needed.
11. Sort and prioritize mail. Review voicemail messages and respond or take appropriate action where possible.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent; associates degree or business school certificate preferred.
2. Minimum of five years' increasingly responsible administrative experience, including experience as Executive Assistant and/or Office Administrator.

Knowledge of:

1. Operation of standard office equipment;
2. Clerical and administrative procedures and systems such as filing and recordkeeping;
3. Project management and coordination;
4. Contract review preferred.

Skill and ability to:

1. Communicate verbally and in written communications in a professional manner with tact and diplomacy, using excellent interpersonal skills;
2. Prepare correspondence, reports, contracts, and other documents proficiently and accurately with excellent composition, proof-reading, and writing skills; attention to detail;
3. Be flexible, adapt to changing needs, and accomplish multiple projects concurrently or at the last minute;
4. Appropriately assess potential problems and problem solve;
5. Maintain confidentiality of information;
6. Work independently with superior prioritization and organization skills to complete projects in a timely manner;
7. Follow through independently on routine responsibilities;
8. Consistently exercise a high degree of discretion and initiative;
9. Establish and maintain effective working relationships with internal and external clients, including Museum supporters, visitors, members, volunteers, staff, Board Members, and professional contacts, and maintain a working level of knowledge about the Museum's core activities to effectively carry out responsibilities.

Submit cover letter, resume, and salary history with job code PAM-ADD to HR@phxart.org:

Job Status: full-time, regular, non-exempt

EOE