

The Menil Collection Employment Opportunity

Title: *Administrative Assistant, Menil Drawing Institute*

Department: Menil Drawing Institute, Curatorial Department

Reports to: Chief Curator, Menil Drawing Institute

General Responsibilities

The Administrative Assistant, Menil Drawing Institute provides administrative support to the Chief Curator, Menil Drawing Institute, and assists with the coordination of exhibitions, curatorial projects, acquisition committee meetings, and publications. The Assistant also manages the Menil Drawing Institute's Curatorial Office and meeting schedules.

The role of Administrative Assistant, Menil Drawing Institute (MDI) is a three-year appointment which may be extended beyond its initial ending date.

Specific Duties

1. Assist and support the Chief Curator with basic administrative tasks including correspondence, filing, expense report reconciliation, presentation preparation, photocopying, managing incoming/outgoing mail, invoicing, and general office tasks.
2. Assist the MDI curators with all aspects of exhibition administration including correspondence, exhibition labels, travel arrangements, database and checklist development, image management for publications, and invitation lists for special events and openings.
3. Proofread and provide basic editing support for articles, essays, gallery guides, wall labels, and publications, as needed.
4. Help with preparations for Collections Committee Meetings, including acquisition justifications, loan correspondence, and presentations.
5. Prepare art move requests.
6. Manage the MDI calendar (schedule meetings, tours, classes, and room usage) and help prepare agendas for meetings.
7. Work with educators and scholars on refining their object lists (in consultation with curators) in advance of visits, and serve occasionally as proctor in the study room.
8. Assist with the administration of the MDI fellowship program.
9. Manage curatorial office, including ordering office supplies, furniture, and office equipment, as needed.

Qualifications

1. Bachelor's degree with administrative experience, preferably in a cultural institution.
2. Excellent written and verbal communication skills.
3. Excellent organization skills and the ability to prioritize multiple tasks and meet deadlines.

4. Ability to work independently and be a dependable team player.
5. Ability to maintain confidentiality and discretion as well as interact with colleagues and constituents at all levels.
6. Excellent computer skills including Outlook and PowerPoint. Experience using TMS (The Museum System) a plus.

Salary and benefits competitive and commensurate with experience. Please send resume and cover letter with salary expectations to: Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org