

The Menil Collection Employment Opportunity

Title: *Assistant to the Director and Liaison for Internal Affairs*

Department: Director's Office

Reports to: Director of the Menil Collection

Status: Full-time; exempt from overtime

General Responsibilities

The Assistant to the Director and Liaison for Internal Affairs (LIA) is responsible for administrative support to the Director and the effective coordination of the Director's staff-based and programmatic activities. The individual who holds this position strategically plans and coordinates internal communication between the Director and the departments represented by the museum's Executive Team. The Assistant to the Director (LIA) is responsible for positively representing the Director, handling details of a highly confidential and critical nature, and functioning proactively, effectively, and independently in a fast-paced environment.

Specific Duties

1. Strategically plan the Director's internal staff meetings and commitments.
2. Identify issues to be addressed immediately and on a long-term basis.
3. Aid with and monitor internal communication between the Director and her reports.
4. Work closely with staff on behalf of the Director to organize internal planning meetings, coordinate projects, and assume responsibility for specific projects.
5. Review daily correspondence related to internal affairs; prioritize correspondence for the Director's review and attention; provide follow-up as needed.
6. Ensure that the Director's Office physical and digital files are well-organized, maintained, and up to date; perform regular filing intervention in Director's office.
7. Greet and receive guests; coordinate special events, including coffees, luncheons, dinners, and staff events at the Director's request.
8. Prepare Director's Office budget; complete expense reports and code invoices.
9. Coordinate national and international travel arrangements for Director.

Qualifications

1. Bachelor's degree required.
2. At least three years of experience as an administrative assistant/assistant to a senior staff person in a non-profit organization, with an arts-related organization a plus.
3. Exceptional capacity for diplomacy, discernment, and discretion.
4. Proactive. Exceptional ability to multi-task and prioritize tasks.
5. Exceptional ability to think strategically and identify needs and opportunities.
6. Excellent verbal and written communication.

7. Exceptional interpersonal skills, poise, discretion, and self-confidence.
8. Ability to work with minimal supervision in a fast-paced environment.
9. Professional, courteous, and approachable in all interactions with all constituents.
10. Strong organizational, scheduling, management, follow-up, and writing skills.
11. Excellent attention to detail.
12. Strong sense of responsibility and commitment.
13. Flexibility.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org.
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.