

## **The Menil Collection Employment Opportunity**

**Title:** *Administrative Assistant/Associate, Menil Drawing Institute*

**Department:** Menil Drawing Institute, Curatorial Department

**Reports to:** Chief Curator, Menil Drawing Institute

**Status:** Full-time, exempt from overtime

### **General Responsibilities**

The Administrative Assistant/Associate, Menil Drawing Institute serves as the administrative point of contact for the Curatorial Department at the Drawing Institute and provides direct administrative support to the Chief Curator, Menil Drawing Institute. The Assistant/Associate manages the Menil Drawing Institute's fellowship program, departmental budgets, curatorial office, and calendar. The Assistant/Associate also aids with the coordination of acquisition committee meetings, curatorial projects such as exhibitions and publications, and events.

The role of Administrative Assistant/Associate, Menil Drawing Institute (MDI) is a three-year appointment, with the possibility of extension beyond that term.

### **Specific Duties**

1. Assist and support the Chief Curator with basic administration, including task and schedule management, correspondence, filing, expense report reconciliation, presentation preparation, photocopying, managing incoming/outgoing mail, invoicing, and general office tasks.
2. Assist the Chief Curator, Curatorial Associate, and Assistant Curator with all aspects of exhibition administration, including correspondence, loan agreements, travel arrangements, database and checklist development, publication image management, and invitation lists for special events and openings.
3. Serve as the administrative liaison to and help prepare for quarterly annual Collections Committee meetings, including acquisition justifications, Committee and loan correspondence, and presentations. Compile the Collections Committee Report and the Curatorial Report for the Board of Trustees meeting materials.
4. Assist with compiling the Menil Drawing Institute Annual Report and help prepare the annual meeting for the Menil Drawing Institute Advisory Committee.
5. Manage the administration of the MDI fellowship program, overseeing and organizing the fellowship program's promotional materials, applications, scholars' bungalow, and onboarding activities, and serving as fellows' administrative point of contact while in residence.
6. Manage departmental finances, from drafting the budget with the MDI curators to reconciling expenditures and closely monitoring departmental spending.
7. Manage the MDI calendar (schedule meetings, tours, classes, and room usage) and help prepare meeting agendas.

8. Prepare art move requests for tours and events as needed.
9. Manage curatorial office, including ordering office supplies, furniture, and office equipment and assisting with the implementation of organizational systems and workflows.
10. Support the planning and execution of the Drawing Institute's seminars, study days and symposia, and other public programs as needed.
11. Assist with exhibition and acquisition research, as needed.
12. As needed, proofread and provide basic editing support for articles, essays, gallery guides, wall labels, and publications.

## **Qualifications**

1. Bachelor's degree, with specialization in art history, preferred, along with administrative experience, preferably in a cultural institution.
2. Excellent written and verbal communication skills.
3. Ability to maintain confidentiality and discretion and interact with colleagues and constituents at all levels.
4. Excellent organizational skills and the ability to prioritize multiple tasks and meet deadlines.
5. Ability to work independently and be a dependable team player.
6. Excellent computer skills, including Outlook and PowerPoint. Experience using TMS (The Museum System) and SharePoint is a plus.
7. A valid driver's license and reliable transportation are required.

## **Benefits**

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year of full-time employment.

## **How to Apply**

For immediate consideration, please email your resume and cover letter to [hr@menil.org](mailto: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.