

**The Menil Collection**  
**Employment Opportunity**  
**Deadline to Apply: October 22, 2021**

**Title:** *Administrative Assistant, 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, 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 calendar.

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

**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 and the Assistant Curator 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. Help with preparations for Collections Committee Meetings, including acquisition justifications, loan correspondence, and presentations.
4. 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.
5. Manage departmental finances from drafting the budget with the MDI curators to reconciling expenditures and closely monitoring departmental spending.
6. Manage the MDI calendar (schedule meetings, tours, classes, and room usage) and help prepare agendas for meetings.
7. Prepare art move requests for tours and events, as needed.
8. Manage curatorial office, including ordering office supplies, furniture, and office equipment and assisting with the implementation of organizational systems and workflows.

9. Support the planning and execution of study days, symposia, and public programs for the Drawing Institute.
10. Assist with exhibition and acquisition research, as needed.
11. 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. Ability to maintain confidentiality and discretion as well as interact with colleagues and constituents at all levels.
3. Excellent organizational skills and the ability to prioritize multiple tasks and meet deadlines.
4. Ability to work independently and be a dependable team player.
5. Excellent computer skills, including Outlook and PowerPoint. Experience using TMS (The Museum System) and Photoshop is a plus.

### **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 on the job.

### **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.