

EXECUTIVE ASSISTANT FOR WORLD-RENOWNED FOUNDATION AND MUSEUM

The Solomon R. Guggenheim Foundation is seeking an Executive Assistant who will be responsible for providing administrative and project management support to the Director, Solomon R. Guggenheim Museum and Foundation.

Founded in 1937, the Solomon R. Guggenheim Foundation is dedicated to promoting the understanding and appreciation of art, architecture, and other manifestations of visual culture, primarily of the modern and contemporary periods. The Guggenheim realizes this mission through exceptional exhibitions, education programs, research initiatives, and publications. The Guggenheim strives to engage and educate an increasingly diverse international audience through its unique network of museums and partnerships. With nearly three million annual visitors worldwide, the Guggenheim and its network is one of the most visited cultural institutions in the world.

Supervisory Responsibilities:

There are no direct reports associated with this position. However, this position may oversee interns on occasion.

Key Responsibilities:

- Manage Director's correspondence; screen in-coming email and mail and prepare out-going correspondence.
- Maintain Director's office at the Museum as well as downtown office locations; manage appointment calendar; arrange heavy travel schedule and reservations.
- Represent the Office of the Director to a wide array of constituents including internal management, the Museum and artist community, donors and Board members.
- Prepare and ensure that the Director receives all necessary materials for speaking points before engagements, including exhibition openings, meetings, dinners, and other events.
- Attend meetings and events with the Director to maintain his schedule, provide support and take minutes, as appropriate; some travel possible.
- Coordinate catering and service arrangements for Director's events; organize invitations and maintain guest lists.
- Bring urgent matters to the Director's attention and other staff when necessary.

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- Assist with personal needs, as required.
- Other projects as assigned.

Qualifications and Requirements:

- Bachelor of Arts degree required.
- Minimum 10 years administrative experience, which must include 5 or more years as an assistant to a top-level executive.
- Experience in handling a wide range of administrative and executive support related tasks and ability to work independently with little or no supervision.
- Ability to anticipate the needs of the Director and department.
- Flexibility to advance tasks and execute deliverables amidst competing priorities and time constraints.
- Ability to maintain diplomacy and decorum interfacing with all levels of staff, external constituents and dignitaries.
- Ability to maintain the highest level of confidentiality.
- Must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a highly visible executive for a globally-recognized cultural institution.
- Expert-level written and verbal communication skills, strong decision making ability and attention to detail are equally important.
- Ability to work flexible hours, including occasional evenings and weekends.
- Expert-level in Microsoft Office Suite including Word, Outlook and PowerPoint.
- Some knowledge of and interest in modern and contemporary art preferred.

The Guggenheim offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also enjoys generous vacation, sick leave and personal days, access to a variety of cultural institutions, discounts to museum stores, and a stimulating and collegial work environment.

Qualified applicants please send your resume and cover letter, including salary expectations, to employment@guggenheim.org. Indicate the job title "Executive Assistant" in the subject line. Only those applicants who meet our requirements for this position will be contacted.

The Solomon R. Guggenheim Foundation is an equal opportunity employer.