

THE MUSEUM OF CONTEMPORARY ART OF GEORGIA (MOCA GA)

EXECUTIVE ASSISTANT & MEMBERSHIP MANAGER

The Museum of Contemporary Art of Georgia (MOCA GA) supports the arts and artists of Georgia through exhibitions, permanent art collection, historical archives, and educational programs. To accomplish these goals the Museum employs a small team of professionals who manage all aspects of the Museum's programs. The Executive Assistant & Membership Manager is a member of this team who reports directly to the Museum Director.

RESPONSIBILITIES INCLUDE

Executive Assistant to the President/CEO/Director

The Executive Assistant & Membership Manager provides assistance on all projects of the President/CEO/Director and manages the following duties: 1) keeping calendar and schedules appointments for President/CEO/Director 2) handling all correspondence for the President/CEO/Director 3) assisting with preparing board packages as well as materials for other administrative meetings 4) assisting other staff as needed to provide support as a whole in order to make sure processes, events, programs and housekeeping duties run smoothly.

Membership (Works in Partnership with Development Officer)

The Executive Assistant & Membership Manager keeps all membership records up to date and handles all direct communication to members. The Executive Assistant & Membership Manager works with the Development Officer to strategically increase membership, assess current trends and implement events and programs to increase member benefits. The Executive Assistant & Membership Manager is encouraged to attend the city-wide Membership Roundtable meetings every 2 months to assess membership trends that may enhance MOCA GA's membership programs.

Museum Events and Administrative Duties

The Executive Assistant & Membership Manager oversees the logistics of all museum events including exhibition receptions, artist talks, panel discussions, etc... This position handles all details of special events including MOCA GA fundraisers and securing rental agreements for events in the Museum facility. The Executive Assistant and Membership Manager is responsible for ensuring that all museum events run smoothly from start to finish.

This position works in tandem with other staff members to cover the reception desks, telephone, gift shop and alternates working Saturdays with the Programs and Communications Manager.

Minimum Requirements:

- Bachelor's degree in arts, management, or related field
- 1-3 years' experience in a nonprofit or museum setting

Preferred skills:

- Experience using museum software such as Blackbaud Altru
- Excellent communication and writing skills

This position is offered for a 40-hour work week on Tuesdays – Fridays, between 9am-6pm and alternate Saturdays, 11am-5pm. Evenings and weekends will be required for special events.

Salary is commensurate with experience; benefits offered.

Please send your resume and a cover letter to info@mocaga.org.

Subject line: Executive Assistant & Membership Manager Applicant

Please no phone calls; your questions will be answered via email correspondence.