

## Executive Assistant to the Executive Director and CEO



Founded in 1965 and located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg (MFA) is a collecting museum annually serving more than 120,000 residents and visitors to the Tampa Bay area. The MFA is proud to present the largest comprehensive art collection in the state of Florida, spanning 5,000 years of civilization in about 20,000 objects from antiquity to today. With 17,000 square feet in collections galleries—which were recently renovated and reinstalled—and 7700 square feet for temporary exhibitions, the MFA brings art to life as no other museum in the Tampa Bay area can. In addition to its robust exhibition program, the MFA engages its community through exciting public programs and events, and serves our students through youth programs and a partnership with the Pinellas County School System.

### **THE OPPORTUNITY**

The MFA, St. Petersburg seeks an experienced, highly skilled, personable Executive Assistant to provide expert C-suite administrative support to the Executive Director and CEO; support senior management and the MFA Board of Trustees; and be an exceptional ambassador representing the Museum and its Executive Director & CEO to internal and external stakeholders.

### **POSITION DESCRIPTION**

Title:	Executive Assistant to the Executive Director & CEO
Exemption Status:	Exempt
Department:	Administration
Reports to:	Executive Director & CEO
Regular or Seasonal:	Regular
Full-time or Part-time:	Full-time
Supervises:	N/A
On-site or Remote:	On-site

## **RESPONSIBILITIES**

### **General Administration:**

- Anticipate and respond to a broad spectrum of administrative needs; remain flexible and maintain an unfailingly positive attitude and professional demeanor
- Manage calendars to ensure the Executive Director & CEO is organized, prepared, and their time is well spent
- Maintain a filing system for the Executive Director & CEO; ensure materials are accurately maintained on shared drive and hard copy, as necessary
- Coordinate Museum meetings and/or tours with outside individuals or groups, most often in collaboration with the Development team; prepare annotated itineraries as required; prepare follow up correspondence as needed
- Ensure that meetings, whether face-to-face or digital, operate smoothly with all necessary support services, from technology to refreshment or catering
- Coordinate travel arrangements for the Executive Director, staff, and visitors as needed
- Expense management:
  - track expenses and complete expense reports;
  - code invoices for approval and route to Accounting;
  - draft the annual Administration and Director's budget; and
  - report and reforecast those expenses throughout the year
- Produce high-quality documents, including correspondence, mail merges, reports, memos, meeting agendas and minutes, budget plans, spreadsheets, charts, graphs, and PowerPoint presentations
- Participate in and provide support for major museum initiatives including DEAI, Strategic Plan, and AAM reaccreditation
- Draft and produce personalized letters for the Executive Director
- Receive and screen telephone calls, responding directly when appropriate or identifying the correct manner of response
- Maintain Executive Director's subscriptions and memberships, as well as institutional memberships
- Order floral arrangements and other gifts as requested
- Schedule and organize all staff meetings and other gatherings, including the annual holiday staff party, spring Trustee cocktail event, and docent lunches with the Director
- Support other senior staff members when required
- Perform other tasks as assigned

### **Board Relations:**

- Serve as the administrative liaison and support for the Chairman of the MFA Board of Trustees, Executive Committee, and the chairs of all active Board committees providing outstanding support in both digital and physical settings

- Assist in planning and coordinating Board meetings and committee meetings, including:
  - arrange meeting times and invitations for all committees;
  - prepare and post material for upcoming meetings and presentations to board portal;
  - coordinate correspondence, meeting venues, and logistics, assure meetings run smoothly in all formats; and
  - assure meeting minutes are taken and archived appropriately
- Communicate with the Board on behalf of Executive Director & CEO

**Communication:**

- Communicate directly and graciously on behalf of the Executive Director & CEO, with utmost professionalism and discretion
- Effectively communicate with all levels of the organization through various channels such as Zoom, email, phone, correspondence, and in person
- Provide a bridge for seamless communication between the Executive Director & CEO’s office and the Board, support groups, and other internal/external departments

**KEY COMPETENCIES / DESIRED BEHAVIORS**

- Genuinely seeks to assist and actively support the Executive Director & CEO.
- Exhibits leadership to other administrative staff regarding professionalism, teamwork, discretion, work processes, and presentation.
- Communicates in a manner that gains the trust and support of others at all levels.
- Strives for collaboration. Works cooperatively, contributing their best efforts to the team.
- Demonstrates a positive attitude and shows kindness in all workplace interactions.
- Makes decisions appropriate for level of responsibility.
- Can effectively adapt to change; can shift gears comfortably; is flexible, and embraces change and challenges with a “can-do” attitude.
- Is cool under pressure; is a settling and positive influence.
- Recognizes problems, constructively identifies and articulates solutions.

**QUALIFICATIONS**

**Our ideal candidate will have the following:**

- Extremely well-organized administrator who is comfortable and confident in executing high-level administrative support to the Executive Director & CEO and Board of Trustees using the utmost discretion and professionalism
- Strong written and oral communication skills
- Outstanding interpersonal skills

- Ability to anticipate needs, providing exceptional service
- Demonstrated ability to be adaptable, flexible, and handle multiple tasks simultaneously
- A profound attention to quality, with keen attention to detail
- Expert proficiency with MS Office products including Outlook, Word, Excel, and PowerPoint, as well as virtual meeting technology, specifically Zoom
- Proven ability to work independently as well as in a collaborative environment with all levels of internal management and staff, as well as with donors and vendors
- Sincere commitment to the museum's mission and its success
- A minimum five years of prior C-suite executive assistant experience
- Bachelor's degree preferred
- Ability to work a flexible schedule that may include evenings and weekends

### **PHYSICAL DEMANDS**

Office setting. Frequent sitting, standing, walking, bending, listening, speaking, and keyboarding. Use of office equipment including computers, telephone, copiers, scanners. Ability to navigate the Museum to greet donors, run errands, deliver materials, and assist in setting up for events. Occasional event work requires long periods of standing. Some requirements for lifting, pushing, or pulling items less than 30 pounds.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

### **COMPENSATION:**

The Museum of Fine Arts offers a competitive salary and benefit package in a state with no income tax and great weather year round. Salary range: \$55,000 - \$65,000/annum commensurate with experience.

### **TO APPLY:**

Please address resume and letter of interest to Kristen Shepherd, Executive Director and CEO and email to:

[EDAssistant@mfastpete.org](mailto:EDAssistant@mfastpete.org)