

Position Title	Executive Assistant to Phillips Director & Chief Curator
Classification	Exempt, full time with benefits
Summary	The Executive Assistant reports to the Phillips Director & Chief Curator and is responsible for overseeing Board relations, the administration of the Director's office, and with research and support related to curatorial affairs, development, and community and donor relations.
Responsibilities	<p><u>Administration and Office Management</u></p> <ul style="list-style-type: none"> • Maintain Phillips Director's (PD) calendar of appointment and events • Schedule appointments for PD and organize mail • Coordinate travel for PD as necessary • Draft PD correspondence (memos, thank you & acknowledgements notes, etc.) • Facilitate PD's communications with peer institutions, public officials, and the community • Account for PD's expenditures; code, submit, and track against budget • Assist with communications between PD & department heads • Maintain institutional master calendar • Coordinate All Staff and Senior Staff meetings • Human Resources support • Maintain office supplies and equipment for the staff offices <p><u>Board</u></p> <ul style="list-style-type: none"> • Coordinate all aspects of Board meetings • Prepare and distribute packets for Board meetings • Record Board meeting minutes • Schedule, record, and assist with N&G, Exhibitions, Executive, and Institutional Advancement meetings • Assist with communication between PD & Board members <p><u>Development</u></p> <ul style="list-style-type: none"> • Assist PD and Development Department in stewardship of SITE's Top 50 Donors • Assist with fundraising and Membership events • Maintain fundraising packets for use by PD, Development, and PR • Work closely with the Development team on new initiatives <p><u>Curatorial & Programming</u></p> <ul style="list-style-type: none"> • General research and support when needed • Artist travel and hospitality arrangements • Assist with SPREAD (every few years) <p><u>Additional Responsibilities</u></p> <ul style="list-style-type: none"> • Attendance and support at openings, public programs, and fundraisers • Staff the front desk over the lunch hours two days a week and as needed • Other responsibilities as needed