

Director's Office & Finance

- Expected projects/work assignments
 - Administrative assistance related to the Director's Office
 - Administrative assistance related to the Trustee Office
 - Administrative assistance related to the Finance Team
 - Assistance with academic research, editing, and proofreading
 - Updating contacts and records
 - Financial research and data compilation
 - Ad hoc data input
 - Ad hoc research projects

- Skills and qualifications required (including technology skills)
 - An interest in and knowledge of American art
 - Very high attention to detail
 - Proficiency with Microsoft Word, Excel, and Adobe Acrobat

- What type of training will be provided?
 - Departmental onboarding
 - Raiser's Edge and The Museum Systems training
 - Excel training
 - Training on reading financial statements
 - Tableau training, as needed

- Outcomes?
 - Exposure to Museum structures, departments, and nonprofit management
 - Exposure to Museum finances and operations