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