

Finance & Legal

- Expected projects/work assignments:
 - Administrative and project-based assistance to the Finance & Legal Teams
 - Assistance with research, editing and proofreading
 - Compiling meeting and committee materials
 - Editing and drafting contracts
 - Contract management and record-keeping
 - Monthly account reconciliation
 - Ad hoc assistance to the Trustee and Administration departments

- Skills and qualifications required (including technology skills):
 - High attention to detail
 - Experience in Microsoft Office Suite
 - An interest in American contemporary and modern art
 - Knowledge of economics, law, mathematics, or accounting a plus (but not required)

- What type of training will be provided?
 - Department onboarding
 - Systems training on: Raiser's Edge, The Museum System, Tableau (as needed)

- Outcomes:
 - Exposure to across-the-board Museum operations, structures, and management
 - Understanding of non-profit financials, including the year-end close process
 - Understanding of museum governance and legal structures
 - Understanding of litigation, intellectual property, contracts and other legal practice in a museum setting