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