



Contemporary Art
Museum St. Louis

Job Opportunity: Assistant to the Director

The Contemporary Art Museum St. Louis seeks a polished and well-organized Assistant to the Director. This position also serves as liaison to the Board of Directors, oversees office administrative functions, and manages CAM's internship program. The ideal candidate has excellent interpersonal and communication skills and will demonstrate a high level of poise and discretion.

This is a full-time position with a competitive salary and benefits package.

Responsibilities

Executive Assistant

- / Organize priorities and handle inquiries for the Executive Director
- / Facilitate Executive Director's correspondence, including phone, email, and mail
- / Arrange travel for Executive Director and visiting guests
- / Support the office of the Executive Director with other duties as assigned

Board of Directors Liaison

- / Schedule Board and committee meetings
- / Attend all Board meetings (6x year) and record meeting minutes
- / Communicate with Board members and CAM staff on Board-related matters
- / Develop, maintain, and distribute minutes, agendas, reports, and commitment forms
- / Exercise a high level of discretion regarding Board-related topics

Office Manager

- / Demonstrate excellent customer service while interacting with museum guests and visitors
- / Plan all-staff events, such as weekly staff meetings and annual retreats, and record meeting minutes
- / Assist Director of Finance and Administration with on-boarding new staff members
- / Troubleshoot issues and coordinate with IT (computer, telephone, and printer) service providers
- / Maintain administrative offices, including supply inventory and overall tidiness
- / Organize and maintain museum archive

Intern Coordinator

- / Promote seasonal internship program (fall, spring, and summer)
- / Review intern applications and coordinate with museum departments to conduct interviews
- / Create professional development programming, including networking, resume and cover letter writing, and museum career pathways
- / Ensure internship success for both students and supervisors

Qualifications

- / Bachelor's degree and experience in museum, nonprofit, or arts management required
- / Excellent interpersonal and communication skills
- / Demonstrates good judgment and high level of discretion when necessary
- / Upbeat attitude; enthusiastic problem-solver

- / Ability to prioritize and multi-task under pressure
- / Comfortable with technology, including Google Suite, cloud storage, donor database, Microsoft Office, and Adobe Acrobat, on both PC and Mac operating systems
- / Staff or volunteer management experience preferred

How to apply: Please submit cover letter and resume to work@camstl.org with the subject line “Assistant to the Director.”

About the Contemporary Art Museum St. Louis

The Contemporary Art Museum St. Louis works to enrich lives and inspire curiosity, creativity, and learning through experiences with contemporary art. Focused on a dynamic array of changing exhibitions, the Museum reflects and contributes to the global cultural landscape while engaging thousands of visitors through a wide array of public programs. CAM nurtures the creative minds of our city’s youth through free, in-depth art education, making a long-lasting impact on the community. We are a site for discovery, a welcoming space, free and open to all.

CAM is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, disability, age, family responsibilities, national origin, or veteran status. We value a diverse workforce and an inclusive culture.