

## WASHINGTON UNIVERSITY IN ST. LOUIS

### CALL FOR APPLICATIONS

#### **Assistant to the Director / Administrative Coordinator**

Posted April 2022

Open until filled

The **Mildred Lane Kemper Art Museum**, part of the Sam Fox School of Design & Visual Arts at Washington University in St. Louis, seeks a dynamic, self-motivated individual to serve as the **Assistant to the Director / Administrative Coordinator**. Founded in 1881, the Mildred Lane Kemper Art Museum is a nationally accredited university art museum with an exceptional collection of 19th-, 20th-, and 21st-century American and European art. Its mission is to build and preserve its art collection for current and future generations; collect significant modern and contemporary art; provide excellence in art historical research, exhibition, and object-based learning; and engage the campus population, its visitors and alumni, the St. Louis region, and the global art community.

The **Assistant to the Director / Administrative Coordinator** provides administrative support to the director and assumes responsibility for the coordination of budgetary and human resources functions as well as the day-to-day office operations for the Museum. This is a full-time, benefits-eligible position that reports to the William T. Kemper Director and Chief Curator.

#### **Primary Responsibilities**

- Provide executive-level administrative assistance for the museum director, including calendar management, correspondence preparation, reporting travel expenses, and coordinating biannual meetings of the Director's Advisory Committee.
- Oversee the Museum's financial administration by preparing quarterly budget reports for the director, forecasting budget spending, reporting finances for grants, and reviewing staff procurement card expenses and travel reports.
- Coordinate human resources for the Museum, including monitoring/approving payroll, reviewing time off requests for staff, organizing job searches, and maintaining physical and digital HR files.
- Assist in interdepartmental organization and logistics such as coordinating travel for visiting professionals and gathering/interpreting data for special projects.
- Perform daily tasks to ensure the smooth functioning of the Museum's administrative office, including answering phones, running the administrative reception desk, managing office supplies, sorting incoming mail, and coordinating phone and IT support for all Museum staff.
- Perform other duties as assigned.

#### **Qualifications**

- BA with 3 years administrative experience, or MA with 1 year administrative experience, and some financial management experience required.
- MA in art history or humanities-related field and 3 years of administrative and financial management preferred.

- Familiarity with cultural institutions and higher education preferred.
- Ability to work independently, anticipate needs and respond proactively, and creatively solve complex problems.
- Exceptional organizational and communication skills.
- Keen ability to manage and prioritize multiple tasks in a fast-paced office environment with discretion, efficiency, and accuracy.
- Proficiency in Microsoft Office Suite and Adobe Creative Suite.

### **Application instructions**

For a complete posting, full requirements, and application, visit the Washington University employment website at <http://jobs.wustl.edu>, reference number JR66214, or [use this link](#).

### **Diversity, Equity, Accessibility, and Inclusion**

The Mildred Lane Kemper Art Museum is committed to practices of diversity, equity, accessibility, and inclusion. We strive to create a space of belonging for staff, faculty, students, and community, and to pursue excellence and equity in the academic and art world. We embrace DEAI values in institutional planning to enable a positive impact on local and global communities. Candidates should demonstrate an ability to nurture an inclusive work environment where a diverse array of visitors can learn and thrive.

Washington University in St. Louis is committed to the principles and practices of equal employment opportunity and affirmative action. It is the University's policy to recruit, hire, train, and promote persons in all job titles without regard to race, color, age, religion, sexual orientation, gender identity or expression, national origin, veteran status, disability, or genetic information.

### **Institutional background**

**Washington University**, a medium-sized, independent university, is dedicated to challenging its faculty and students alike to seek new knowledge and greater understanding of an ever-changing, multicultural world. The University is counted among the world's leaders in teaching and research, and draws students and faculty to St. Louis from all 50 states and more than 120 nations. The University is highly regarded for its commitment to excellence in learning. Its programs, administration, facilities, resources, and activities combine to further its mission of teaching, research, and service to society.

**The Sam Fox School of Design & Visual Arts** at Washington University in St. Louis is a unique collaboration in interdisciplinary architecture, art, and design education, linking professional studio programs with the Mildred Lane Kemper Art Museum in the context of an internationally recognized research university.

**The Mildred Lane Kemper Art Museum** is among the nation's leading university art museums. As a teaching museum within a major research university, it serves as a center of cultural and intellectual life on campus and in St. Louis. Its mission is to build and preserve its art collection for current and future generations; collect significant modern and contemporary art; provide excellence in art historical research, exhibition, and object-based learning; and engage the campus population, its visitors and alumni, the St. Louis region, and the global art community.