

EMPLOYMENT OPPORTUNITY

Curatorial Administrative Assistant

The Pulitzer Arts Foundation is currently seeking to fill the position of Curatorial Administrative Assistant. The Curatorial Administrative Assistant is responsible for providing administrative and event planning support to the curatorial department. The ideal candidate will possess a Bachelor's degree, a high level of organizational skills, excellent written and verbal communication skills, a strong interest in the arts, and the desire to learn about exhibition development and museum practices. The position is full-time with excellent benefits.

Position: Curatorial Administrative Assistant

Reports to: Associate Curator

Status: Full-time / Non-Exempt

Position Responsibilities and Duties

Provide administrative assistance and support to the Curatorial Department.

- Provide general administrative support for the Associate Curator, guest curators, and other collaborators as needed, including but not limited to handling mail, drafting correspondence, and maintaining memberships and magazine subscriptions
- Process check requests for invoices related to the Curatorial department expenses
- Assist with management of library accounts, including book drop-off and pick-up
- Assist with event planning and coordination of scholarly talks and symposia
- Create expense reports for travel and credit card expenses
- Coordinate travel and prepare itineraries for the Associate Curator, visiting curators, artists, scholars, and other guests
- Facilitate communication with Pulitzer staff and collaborators, including but not limited to receiving, drafting, and sending mail and email correspondence
- Manage and update calendar with meetings and events
- Create presentations and meeting materials as needed

General Administrative duties:

- Manage and organize data related to departmental projects and correspondence
- Create, update, and manage contact lists using the Salesforce database
- Track correspondence and updates of internal and external documents
- Adhere to all Pulitzer policies and procedures as set forth in the employee handbook

Preferred Experience and Background Skills

- Bachelor's degree required
- Museum and art history experience preferred
- Proficiency in Microsoft Office, Google Drive, and image software
- Strong attention to detail and organizational skills
- Self-motivated, resourceful, creative, and ability to work well on a team
- Strict adherence to professional ethics
- Strong verbal and written communication skills as well as time management
- Strong interest in the arts

The Pulitzer Arts Foundation is an equal opportunity employer.

HOW TO APPLY

Interested applicants should send a cover letter and resume via email to:

Sharice Williams

Assistant Business Manager and Human Resources Manager
employment@pulitzerarts.org