

**Reports to:** Executive Director

**Status:** Full time, Non-Exempt

#### **Mission & Description of the Metal Museum**

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The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition programs reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry, and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

The Metal Museum is in the midst of a \$35 million expansion and endowment campaign to transform an award-winning mid-century building in the heart of midtown Memphis into a state-of-the-art museum and education center. With increased visibility, accessibility, and dedicated programming space for exhibitions and collections, the Metals Studios, and education and outreach, the Metal Museum in Overton Park will become the center for metal arts and a place for our national and local communities to gather, create, and connect.

#### **Purpose**

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To assist the Executive Director with administrative oversight of the Metal Museum, the capital campaign and the expansion into Overton Park.

#### **Essential Functions and Responsibilities**

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##### **Administrative Duties:**

- Maintain strict confidentiality with all materials, and exercise discretion when interfacing with other employees, donors, and patrons.
- Facilitate internal communications among staff members and, as appropriate, the Board of Directors
- Assist with board meetings, including but not limited to scheduling meetings, document preparation, and taking minutes
- Track and communicate deadlines for the Executive Director, staff, Board of Directors, committees, and consultants.
- Complete errands, including but not limited to bank deposits, notaries, mailings, on behalf of the Executive Director
- Provide administrative assistance, such as writing and editing e-mails, drafting letters of recommendation, and preparing other written communications on the Executive Director's behalf
- Maintain files, both online and physical, and general communications, including the [info@metalmuseum.org](mailto:info@metalmuseum.org) email address
- Coordinate staff meetings and social events, including but not limited to scheduling and sending reminders, as needed
- Assist with ordering of office supplies, paper goods, and other Museum inventory as necessary
- Special projects and other work as assigned

### **Capital Campaign Duties:**

- Assist the Executive Director and the Director of Development & Communications with the capital campaign by scheduling meetings, drafting communications, maintaining print materials, tracking deadlines and assisting as requested with events and other activities in support of the campaign
- Assist the Executive Director with all aspects of the construction and expansion project, including overseeing RFPs and RFQs for new vendors and service providers, scheduling tours and meetings, and tracking deadlines
- Track meetings, presentations, tours, outgoing mail (thank you notes or gifts), phone calls, and important emails to members/donors/prospects and enter into the constituent database

### **Institutional Responsibilities:**

- Support the Museum's mission, vision, values, strategic plan and institutional initiatives.
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with other employees, donors, and patrons.
- Commit to a positive organizational culture based on mutual respect, cooperation, and openness to other's perspectives.
- Actively and enthusiastically represent the Metal Museum to the public.
- Other responsibilities may include, but are not limited to, greeting guests and acting as an attendant for the galleries; monitoring cleanliness of the buildings; assisting with events; and performing other essential duties as assigned.

### **Qualifications & Qualities of the Ideal Candidate**

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- High School Diploma, GED, or equivalent required; Associate's or Bachelor's degree preferred
- 3 – 4 years working in an administrative role, preferred
- Superb written and verbal communication skills
- Strong interpersonal skills and ability to work independently and part of a team.
- Excellent time-management skills and the ability to organize and coordinate multiple projects at once
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems
- Experience with program management software is a plus.
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Ability to keep confidences and anticipate the needs of supervisor, coworkers and the Museum

### **Physical Requirements**

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The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand, walk and/or sit for long periods of time. They must have physical dexterity and the ability to carefully handle objects, as well as the ability to lift and move items of various weights and sizes. Positions have occasions to lift and/or move objects of 15-20 lbs.

### **Hours, Compensation, and Benefits**

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The work week for this position is Monday through Friday, 9:30AM – 5:00PM, with rotating Sundays every four weeks. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week of Repair Days, which is held annually in the fall.

The salary range starts at \$45,000. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

## To Apply

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Send a cover letter detailing fit and interest in position, resume, and three references to Quamesha Brown, at [quamesha@metalmuseum.org](mailto:quamesha@metalmuseum.org). Please reference “Executive Assistant” in the subject line. A writing sample may be requested as part of the interview process. **Please, no phone calls.**

The Metal Museum is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage anyone interested in working for the Metal Museum to apply, including LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.