

# CAPE ANN Museum

## Executive Assistant to the Director

### About the Opportunity

The Cape Ann Museum (CAM) is a leading regional museum, a treasure and force unto itself on Cape Ann, at the epicenter of artistic and marine history in the Northeast. The Museum's nationally significant collection includes fine and decorative arts and artifacts relating to Cape Ann's earliest days as a major fishing and shipping port, its mid-19<sup>th</sup> century role in the granite industry, and the numerous artists who were attracted to its singular charms of light and sea, including such well known painters and sculptors as Fitz Henry Lane, Winslow Homer, Cecilia Beaux, John Sloan, Edward Hopper, Milton Avery, Anna Hyatt Huntington and Walker Hancock.

In April 2019, CAM welcomed a new Director, Oliver Barker, who came to the museum from Boston's Museum of Fine Arts. Oliver, with the full support of the Board, is galvanizing the Museum in new and exciting ways leading up to the Museum's upcoming 150<sup>th</sup> Anniversary and the City of Gloucester's 400<sup>th</sup> Anniversary in 2023.

In August 2019, CAM unveiled a Winslow Homer exhibition entitled *Homer at the Beach*, which was unprecedented in scale including loans from over 50 institutions and individuals from across the United States. This nationally recognized exhibition brought over 24,000 visitors during its four-month run and was part of a transformative year in which the Museum welcomed almost 40,000 visitors.

CAM recently opened its doors after being closed for 6 months due to COVID and is looking ahead to its next chapter and ways in which it can nimbly respond to the "new normal". In addition to the main museum, CAM celebrated the opening of the CAM Green campus along with the James Center which addresses the Museum's needs for expanded collections storage, exhibition and community programming space, creating entirely new opportunities to engage, excite and connect with audiences.

### Job Summary

The Cape Ann Museum (CAM) is seeking an Executive Assistant (EA) to the Director. As a professional, the EA provides a wide range of highly skilled administrative and executive assistance to the Director which includes, but is not limited to, managing and prioritizing both written and verbal communications with internal and external constituencies, organizing and planning logistics of meetings and events, anticipating the daily needs of the Director, and being the primary liaison with the Board of Trustees. The EA must be able to work independently in an environment with multiple and sometimes competing priorities. The EA is required to perform complex administrative duties with the highest degree of confidentiality, professional judgment, and excellent customer service.

## Major Functional Areas and Description of Duties

- Oversees and administers the day-to-day activities of the Director and develops policies, procedures, and systems which ensure productive and efficient operations.
- Manages the calendar and the office of the Director, scheduling appointments, organizing the priorities, and facilitating the completion of projects.
- Serves as the primary point of initial contact for internal and external constituencies. Constituencies include staff, members of the Board of Trustees, members of the local business community, donors and prospective donors.
- Maintains files, prepares agendas and reports, takes minutes, and provides follow-up when required for strategic planning and special project work.
- Oversees the preparation of all materials for Board of Trustees and Executive Committee meetings.
- Distributes agendas, meeting materials, and minutes for Board and Committee meetings.
- Handles all travel arrangements for the Director.
- Assists with planning of special events and activities.
- Maintains expense records.
- Performs other duties as assigned.

## Qualifications:

- Appreciation of the CAM's mission and ability to serve as a trusted partner to visionary leadership, staff, and Board of Trustees
- Bachelor's degree; relevant certifications or advanced degrees desired.
- 5+ years work experience with progressive responsibilities.
- Excellent written and oral communication skills, including strong proof-reading and editing skills.
- Ability to use a variety of interpersonal strategies to interact appropriately in situations ranging from large internal and external meetings to individual appointments.
- Strong interpersonal skills and a commitment to quality teamwork.
- Ability to manage work and problem solve within a busy office with competing demands; not easily flustered nor easily overwhelmed by a high volume of projects.
- Self-motivated, works well on both group and individual projects.
- Good sense of humor.

Status: Full Time exempt

Estimated Start Date: November 15, 2020

The Cape Ann Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply. For consideration, please submit your cover letter and résumé to: [resumes@capeannmuseum.org](mailto:resumes@capeannmuseum.org). You may also submit your materials via postal mail to: Human Resources, Cape Ann Museum, 27 Pleasant Street, Gloucester, MA 01930.