

# CAPE ANN Museum

## Executive Assistant & Communications Liaison

### 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 collections include fine and decorative arts and artifacts relating to Cape Ann's earliest days as a major fishing and shipping port, its mid-19th 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.

With the 2020 completion of a new campus at the Cape Ann Museum Green (CAM Green), including the state-of-the-art collection, curatorial and gallery space, the *Janet & William Ellery James Center*, these new facilities address the Museum's needs for expanded collections storage, exhibition and community programming space which are critical components of the Museum's 2018–2023 Strategic Plan. This CAM Green campus provides the Museum with new ways to engage, excite and connect with audiences. Ample green space has been reserved at the 3.7-acre site for public year-round enjoyment and a sculpture park is also envisaged.

### Job Summary

The Cape Ann Museum (CAM) is seeking an Executive Assistant & Communications Liaison (EACL) to the Director. As a professional, the EACL provides a wide range of highly skilled administrative 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, being the primary liaison with the Board of Trustees. The EACL will be the primary liaison between CAM and contracted designers and PR consultants as well as printer vendors. The EACL must be able to work independently in an environment with multiple and sometimes competing priorities. The EACL 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 including distribution of agendas, meeting materials and minutes.
- Handles all travel arrangements for the Director.
- Assists with planning of special events and activities.
- Maintains expense records.
- Liaises with outside designer, printer, and other outside vendors on printed and digital collateral.
- Assists in coordinating work with PR consultant and sharing of material for press releases.
- Oversees the schedule and draft material for CAM News e-blasts.
- Manages the content for the tri annual newsletter.
- 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  
 Posted: May 15, 2024

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.