

**ALLENTOWN ART MUSEUM**  
**31 North Fifth Street**  
**Allentown, PA 18101**

**JOB DESCRIPTION**

**Position: Executive Assistant – Part Time Position**  
**Reports To: President and CEO**

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The Allentown Art Museum, is an AAM-accredited museum with a permanent collection comprised of approximately 20,000 works of art. For over 85 years, The Allentown Art Museum has been a vital arts and educational institution in the greater Lehigh Valley. The mission of the Museum is to enrich the lives of the widest possible audience of visitors by engaging, informing, and inspiring them through the activities of collecting, preserving, studying, exhibiting, and interpreting important works of visual art.

Reporting directly to the President and CEO, the Executive Assistant provides support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant performs as secretary to the Board of Trustees.

The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Duties/Responsibilities**

**President and CEO's Office:**

- Schedule meetings and manage an extremely active calendar of appointments. Plan, coordinate and ensure the President's schedule is followed and respected. Provide "gatekeeper" and "gateway" role for direct access to the President's time and office.
- Prepare expense reports, credit card statements and invoices for payment; compose correspondence that is sometimes confidential; arrange detailed travel plans, itineraries, and agendas.
- Communicate directly, and on behalf of the President, with Board members, donors, funding sources, and community executives.
- Organizes correspondence; researches, prioritizes, and follows up on incoming issues and concerns addressed to the President; determines and drafts appropriate course of action, referral, or response for President's reply. Manages a variety of special projects for the President, including those of a sensitive or confidential nature.
- Maintain current and archived files for President.
- Demonstrate leadership to maintain credibility, trust and support with members of senior staff; build relationships crucial to the success of the organization.
- Provides leadership to build relationships crucial to the success of the organization.
- Maintain confidential account and password information for the Museum.
- Order office supplies for Museum staff on a monthly basis.
- Open daily postal mail and distribute to department mail bins.
- Assists with other departments, projects or museum groups, as needed.

**Board of Trustees:**

- As Secretary to the Board of Trustees, will maintain discretion and confidentiality in relationships with all board members.
- Working with Board Chair and Committee Chairs, schedule all meetings of the Board and Committees.
- Working with the Chair, request and compile reports, agendas and meeting materials; electronically distribute meeting materials to Trustees prior to board meetings.
- Attend board meetings, may include some committee meetings, to take minutes; type minutes for Chair's review.
- Maintain current and archived files for the Board of Trustees and Committees.
- Maintain Trustee documents
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters.

**Qualifications:**

- Strong organizational skills; ability to perform and prioritize multiple tasks seamlessly; excellent attention to detail.
- Very strong interpersonal skills.
- Expert level written and verbal communication skills.
- Strong decision-making capability; problem solver.
- Emotional maturity
- Highly resourceful team-player; ability to be extremely effective independently.
- Handle confidential information with discretion,

**Education and Experience Requirements:**

- Bachelor's degree preferred.
- Strong work tenure: minimum five years of experience supporting C-Level Executives.
- Experience and interest in internal and external communications, partnership and development.
- Proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint), Adobe Acrobat Pro, Zoom meetings.

**Compensation:** \$23-\$26 per hour

To apply, please send your cover letter and resume to Michele Valerio, Business Manager at [mvalerio@allentownartmuseum.org](mailto:mvalerio@allentownartmuseum.org).

**The Allentown Art Museum is committed to providing equal employment opportunities without regard to race, creed, color, national origin, sex, age, veteran status, sexual orientation, and disability.**