



POSITION: Operations Assistant to the Executive Director

STATUS: Regular, Full Time, Non-Exempt

REPORTS TO: Executive Director

The Operations Assistant serves and reports to the Executive Director of the Museum of Contemporary Art Santa Barbara. The Operations Assistant is responsible for managing various aspects of the Executive Director's responsibilities, including managing a demanding schedule, arranging domestic and international travel itineraries, and providing administrative support to all departments within the organization when needed. This position will also conduct research prior to board meetings to provide background information on agenda items. The handling of confidential information will be done with integrity and discretion. The Operations Assistant will transcribe notes, type letters and general correspondence, and proof documents. During MCASB exhibition and event planning, the duties will encompass many logistical and organizational activities. This position will act as a liaison for a variety of constituencies, including the Board of Directors and its related activities such as communicating with board members for meeting dates, scheduling the meetings, agendas, sending information for review prior to the meeting. The Operations Assistant will also assist with general operations such as maintaining and organizing the office by taking phone inquiries, filing and photocopying documents, and arranging conference calls. The position will be involved in bookkeeping and budgeting including ensuring expenses are paid and reimbursements disbursed.

Qualifications

- Strong research and writing skills with a solid command of the English language; some fluency in Spanish would be helpful
- Knowledge of budgeting and accounting
- Ability to multi-task, meet deadlines, and work individually as well as part of a team
- Well-developed communications and reading skills
- Organized and flexible
- International and multi-cultural experience
- Ability to make intricate domestic and international flight arrangements
- Strong people skills
- Ability to work professionally under stress in a fast-paced environment
- Ability to negotiate with vendors
- Ability to handle competing priorities in a gracious manner

- Willingness to take on additional tasks as necessary
- Ability to make decisions regarding schedules, prioritize and accept primary responsibility for tasks that may be of a sensitive and confidential nature
- Self starter, able to work without direction and anticipate needs of the Executive Director

Experience

- Two to five years of administrative experience with at least two years executive-level support
- Knowledge of computers and various software, especially expertise in MS Office applications, including Word, Power Point, Excel, and Outlook
- Knowledge and experience in Human Resources and best practices

To Apply

To apply, please submit a resume and cover letter to hello at [mcasantabarbara.org](mailto:hello@mcasantabarbara.org), with the subject line "Assistant to the Director".

Compensation DOE. Benefits for this full-time position include paid sick time, vacation time, and 10 holidays annually; medical, dental, vision, life insurance, and the opportunity to contribute to retirement program with matching after one year's employment.

WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel, primarily for typing. Employee needs to be able to speak and communicate. The employee is occasionally required to stand; employee is required to see clearly and without impediment.

The primary environment is an office environment with normal heating and cooling. Noise levels are usually moderate. Offices are adjacent to galleries where power tools and exhibition-related construction takes place occasionally. This employee may work out of the office frequently, at outside meetings and events, and can expect to travel domestically and internationally several times a year.

ABOUT THE MUSEUM

Museum of Contemporary Art Santa Barbara (MCASB) is a non-profit, non-collecting art Museum that advances creativity and inspires critical thinking through meaning engagement with the art of our time. The MCASB is the premier venue for contemporary art between Los Angeles and the Bay Area.

MCASB is committed to providing superior quality and unparalleled customer service in all aspects of our work. We believe each employee contributes to the success and growth of our organization. MCASB is proud

of the professional qualifications of the members of its staff. The ambitious goals and many accomplishments of MCASB are due to a large extent to the commitments, talents, devotion to high standards and effective work of its staff. MCASB takes great pride in its cooperative culture and embraces it as one of our fundamental strengths. MCASB constantly seeks to maintain an atmosphere of open dialogue that promotes interaction and the exchange of ideas among employees. Effective teamwork is one of MCASB's core values. In addition, MCASB embraces individual thinking and creativity.

MCASB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. MCASB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.