



### **Administrative Assistant**

Status: Full Time, Non-Exempt

Reports to: Director and Chief Curator

Date Posted: April 2026

Salary: \$36-\$40K

**Summary:** The Administrative Assistant reports to the Director and Chief Curator and provides administrative support relating to curatorial, fundraising and special events initiatives at the Museum. The wide variety of tasks assigned to this position involve initiative, discretion, and a high level of attention to detail. The ideal candidate should possess excellent organizational skills and a passion for the arts.

#### **Responsibilities:**

##### **Administrative support for Director and Chief Curator:**

- Manage administrative needs of the Director and Chief Curator including coordinating her schedule, maintaining contact database, and assisting with correspondence.
- Assist with Board of Trustee, Emeriti, Director's Circle, and Trustee Committee meetings and events. This includes supporting the production and distribution of Trustee Board materials and assisting with logistics and attendance for Trustee, Emeriti, and Director's Circle meetings and events.
- Help to organize travel, including domestic and international trips for Director's Circle.

##### **Fundraising and Membership:**

- Assist with the organization and set up for exhibition-related events and openings.
- Assist with the Annual and Spring Appeals and other campaign solicitations.
- Additional related assignments as needed.

##### **Special Events:**

- Assist the Director and Chief Curator and Development staff with the planning and organizing of special and cultivation events, onsite at the Museum and at off-site locations. Support and attend special events and meetings, as needed, including those that occur on nights and weekends.
- Events include the Annual Gala, Himmel Award and Dinner, Trustee and Emeriti Events, Monthly Director's Circle events and trips, Summer Series programming, exhibition-related events, cultivation events and others as needed.
- Help to produce Run of Show documents with schedules, timelines, staffing and details for events.
- Send out invitations and maintain event RSVP lists as needed.
- Create, maintain, and segment lists for email and print mail invitations as needed.
- Work with the Visitor Services Manager to help organize, set up and break down events as needed. This includes working with Guest Services Staff and artists, speakers, performers, and technicians to ensure that supplies/materials, IT & A/V set-up needs are met.

## **Curatorial**

- Assist the Director and Chief Curator with exhibition related tasks around the research, planning, and implementation of exhibitions.
- Create a tracking database for catalogues and other exhibition-related ephemera.
- Schedule and organize meetings, travel, and correspondence related to curatorial work.

## **Qualifications:**

- B.A. in Art History or related field. A minimum of two years of curatorial, development and/or fundraising experience at a non-profit institution or museum is preferred.
- Facility with donor database management and utilization, preferably eTapestry.
- Strategic thinker with excellent verbal and written skills.
- Collegial team player: ability to work on multiple projects simultaneously.
- Proficiency with Word, Excel, Outlook, Constant Contact, and Network for Good.
- Experience with basic budget and P&L creation.
- Ability to manage multiple projects and deadlines with minimal supervision.

## **Employment Benefits:**

The Museum offers a comprehensive roster of benefits, including medical and dental insurance, retirement plan, paid holiday and vacation time, and hybrid work opportunities, among other benefits.

## **Application:**

Interested candidates should submit a cover letter and CV to [jobs@katonahmuseum.org](mailto:jobs@katonahmuseum.org), include “Administrative Assistant” in the subject line, and indicate where you saw the job posted.

The Katonah Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, gender, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation. Applications from BIPOC, persons with disabilities, women, LGBTQ+, and other underrepresented applicants are encouraged.

## **About the Katonah Museum of Art:**

About 50 miles north of New York City, on the Metro North Harlem Line, the Katonah Museum of Art is located in Katonah, New York, a hamlet in the Town of Bedford with a rich historical past and a vibrant present. Established in 1954, the KMA is a non-collecting institution accredited by the American Alliance of Museums. The Katonah Museum of Art champions art, artists, and ideas through exhibitions, educational initiatives, and outreach, to inspire meaningful engagement among communities and across cultures. The KMA mounts three to four exhibitions annually that explore ideas about art, culture, and society – past and present–while responding to the most critical issues of our time through a bold and vigorous lens. The institution offers lectures, panel discussions, workshops, concerts, and other events for a general audience and presents innovative and substantive programs for over 100 member schools. The Pollack Family Learning Center is the one of the only interactive spaces in Westchester County where people of all ages can come to explore and create art as part of general museum admission. Designed by

eminent Modernist architect Edward Larrabee Barnes, the intimate museum building is nestled in the surrounding landscape, inviting light and natural beauty to its atrium and galleries. The KMA serves as a welcoming and anchoring cultural institution within its local community, for all ages and backgrounds, as well as for frequent visitors from New York City, Westchester County, the Tri-State Area and beyond.