

MIT Job Description

Department/School:	MIT List Visual Arts Center
Official Job Title/Job Code	Administrative Officer, HR-QG034
Position Title:	Assistant Director
Normal Work Week:	40 hours per week
Supervision Received:	Paul Ha, Director, List Center

Expectations for all employees:

As a member of the MIT community, supports MIT's Non-Discrimination Policy and respectfully interacts with others in the community. Represents MIT with professionalism, ethics, integrity, and mutual respect towards colleagues and internal/external clients. Keeps current and proficient with necessary skills and knowledge, including computer skills. Self-identifies training needs relevant to work area and responsibilities. Demonstrates initiative, flexibility, openness to change, and accountability. Works within a team environment, providing support to and collaboration with colleagues. Is expected to know and follow relevant Environmental Health and Safety Requirements.

Position Overview Statement:

With minimal supervision, performs complex and diverse administrative duties in support of the Director of List Visual Arts Center, including in the areas of administration, as well as preparing annual, project, and long-range budgets; managing all accounts; overseeing daily program operations; summarizing and implementing Institute policies and procedures; advising on personnel matters including interviewing hiring, and evaluating of support staff. Anticipates and initiates actions regarding the operation of the List Visual Arts Center. Functions both as an individual contributor and coordinator of multiple projects. Provides research and works with members of the MIT community to inform the work of the Director of List Visual Arts Center. Able to multi-task and support the Director in carrying out complex and fast-paced responsibilities. Handles sensitive and confidential tasks and materials with discretion, efficiency and tact.

Principal Duties and Responsibilities

1) 50% Administrative Responsibilities

- Prepare grant applications and budgets, submit final reports to funding agencies in conformance with rules and guidelines established;
- Act as liaison between LVAC and senior administrators in Development, Budget, Accounting, Payroll, OSP, Physical Plant, Graphic Arts, Design Services,

- Purchasing, and other administrative and academic departments as needed;
- Develop systems and procedures to improve accuracy and efficiency or to reflect changes in policy;
 - Maintain all confidential records for personnel, budget, accounting, etc.;
 - Assist with planning for and assessment of LVAC space requirements and computer needs.
 - Perform special projects as requested.

30% Fiscal Responsibilities

- Responsible for managing program budget and expenditures against approximately 18 accounts totaling approximately one million plus dollars.
- Assist the Director in researching and securing outside sources of funds from foundations and private individuals.
- Research potential funders, including individuals, foundations, corporations, government agencies, and MIT components.
- Responsible for overall management of accounts to ensure that operational funds as well as grant monies are used efficiently and for purposes intended;
- Analyze financial reports, accounting forms, and payrolls documents to ascertain accuracy of data and make corrections as necessary;
- Revise accounting system to improve efficiency and accuracy of reporting;

20% Personnel Responsibilities

- Interview, recommend for hire, administrative assistant, gallery security, and student employees.
- Train and actively manage work of administrative assistant, gallery security, and student employees.
- Conduct performance evaluations for above personnel and direct reports;
- Handle personnel matters for above staff, including recommending salary adjustments for administrative assistant and gallery assistants/attendants.

Supervision received:

Receives supervision from Director of MIT List Visual Arts Center

Supervision exercised:

Manage Campus and Community Outreach Coordinator; PR Marketing & Social Media Coordinator; administrative assistant and 11 gallery assistants/attendants. Train and supervise work of students, temporary staff, outside vendors and interns.

Contacts required to perform duties:**Within MIT**

President' s Office – Executive Assistant to President to provide information and analysis. Provost' s Office – Associate Provost for the Arts for forecasting and planning data and fundraising policies.

Individual Giving – Senior Major Gifts Officer for the Arts for planning.

Budget Office – Budget Director for forecasting and planning data

Comptrollers Accounting Office – various senior accounting officers for advice and negotiations Office of Sponsored Programs – Assistant Director to offer advice on procedures and provide information and analysis.

Physical Plant – Director and Superintendent for advice and negotiations on procedures. Media Lab – Assistant Director to discuss atrium use policies and procedures.

Outside MIT

Museums and Galleries – Financial and Administrative Operations

Vendors – Sales and Financial Departments

Funding Agencies – Program and Financial Officers.

Requirements/Qualifications:

- Associate/Bachelors degree or a combination of equivalent experience and at least five years of administration, and fundraising experience, preferably including a concentration in Management and/or Accounting
- Excellent organizational skills, including ability to multi-task, set priorities and manage competing priorities
- Excellent writing and communication skills, excellent editor
- Must be comfortable in interacting with donors
- Must be flexible and able to work in a fast-paced environment
- Ability to work independently and efficiently with minimal supervision
- Positive attitude and excellent interpersonal skills

- Demonstrative initiative and problem solving skills
- Attention to detail and ability to exercise independent judgment and discretion with confidential information
- Ability to create and meet budgets
- Ability to collaborate well with others and is a team builder

Technical Skills:

- Advanced computer skills in data management and ability to create complex spreadsheets especially Excel, Keynote, and PowerPoint. Also comfortable with MacIntosh environment, including Microsoft Office Suite, Adobe Creative Suite, donor tracking software, complex internet searches, email and electronic calendaring
- Able to learn new software programs as needed

Desired:

- Knowledge of and commitment to contemporary art a strong plus
- Familiarity with Boston's art patrons a strong plus
- Fundraising, previous gala, events or related experience is a plus
- Familiarity with national and international arts patrons a strong plus
- Knowledge of marketing and communications a strong plus
- Knowledge of MIT environment and the List Visual Arts Center a plus