

the Columbia Museum of ART

Job Title: Engagement Assistant

Reports to: Associate Director of Engagement

Purpose and Summary: The Columbia Museum of Art is guided by its Core Values: to be inspiring, welcoming, community-centered, playful, and vibrant. Under the supervision of the Associate Director of Engagement, the Engagement Assistant embodies these values that support the museum's dynamic learning programs into the next phase of the CMA's vision to be THE beloved art museum in the southeast.

The Engagement Assistant plays a key role that drives daily operational and administrative functions to support the Engagement team in the professional execution of CMA's engagement programs.

Responsibilities include:

- Executing a range of administrative functions and tasks that support all engagement programs according to defined timelines and deadlines.
- Employing a variety of project management tools, processes, and systems including but not limited to Salesforce/ACME, Basecamp, and Outlook Calendar and Office365.
- Processing artist contracts, agreements, and honoraria, plus check requests and hotel and travel arrangements.
- Assisting with engagement program setup preparation and modifications to staging, floor layout, green room/bar setup, and art making stations.
- Tracking monthly and quarterly deadlines including but not limited to, submission of program marketing materials, attendance reports, exhibition reports, and credit card expense reviews.
- Ensuring processing of City of Columbia Resolution and Special Duty requests with city officials and temporary Alcohol Beverage Licenses with the SC Department of Revenue.
- Interfacing with Events, Security and Facilities, Visitor Services, Communications, and Curatorial departments to support all programs.
- Supporting formal and informal evaluation studies of engagement programs to gather from artists, visitors, and community.
- Seeking out and informing on arts research, museum engagement, community trends, and approaches to DEAI programming as it relates to Museum work, as assigned.
- Attending and documenting meetings with partners, artists, and other collaborators, as requested.
- Ensuring positive interactions occur with partners and artists by creating lasting impressions through personal correspondence such as thank you cards and follow up emails.

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- Contributing to a team-oriented culture, sharing responsibilities in large-scale departmental programs and upkeep of EE facilities and equipment.
- Representing the CMA in professional development opportunities to stay abreast of best and next practices the field of museum education and engagement.

Job Type: This is a full-time, 40 hours per week, non-exempt position. Evening and weekend hours required.

Education/Qualifications: Bachelor's Degree or equivalent work experience

Skills and Knowledge: 1+ years in administrative and clerical support. Training or experience in education a plus. Excellent customer service skills preferred. Intermediate to expert proficiency in computer skills, including Microsoft Excel, Word, PowerPoint, Outlook, Teams, Sales Force, and Cloud Project Management tools. Excellent written, verbal, and collegial communication skills. Excellent time-management and follow through.

Experience and Abilities:

- Must have an enthusiasm and a commitment to the mission and vision of the museum, including its experience promises to be Welcoming, Inspiring, Vibrant, Playful, Community-Centered, and be a passionate advocate for the CMA and museum art education.
- Be a positive person who consistently interacts courteously and respectfully with both internal and external individuals.
- Must have a demonstrated commitment to the practices of diversity, equity, access, and inclusion.
- Must be self-aware, self-regulated, motivated, and empathetic.
- Be a critical thinker and self-starter who is willing to work proactively and efficiently to identify key priorities and work across teams to implement the necessary solutions.
- Work well under time-sensitive deadlines.
- Possesses strong logistical experience, with commitment to details and time management.
- Possesses a sense of urgency; ability to adapt quickly to changing circumstances.
- Be proactive and bring forward-looking approaches to solving current challenges and initiatives.
- Able to influence, converse with, and present in an organized fashion, informing staff of progress and delays.
- Must be able to take initiative and work independently with efficiency and efficacy.
- Practices problem solving skills and agility, both as an individual and as part of a group.

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- Possesses an ability to foster trust and keep all information confidential.
- Presents a professional, businesslike image to all co-workers, visitors, stakeholders, and the public.
- Requires considerable amounts of time dedicated to event set-up, breakdown, and execution of programmatic elements along with interacting with the public and volunteers.

Salary Range: Commensurate with experience that demonstrates proven successes and results: \$33,781 - \$50,671, plus benefits.

Contact: The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Erica Von Schenk, at evonschenk@columbiamuseum.org with "Engagement Assistant" in the subject line.