



## POSITION PROFILE

# Administrative Associate

The American LGBTQ+ Museum

New York, NY



## Museum Overview

The American LGBTQ+ Museum (ALM) preserves, investigates, and celebrates the dynamic histories and cultures of lesbian, gay, bisexual, transgender, and queer people, as well as those of the emergent and adjacent identities among our communities. Using exhibitions and programs, we seek to advance LGBTQ+ equality through the lens of social justice movements, including, but not limited to, race, gender, class, immigration, and disability.

In 2017, the Museum was founded by a group of activists and advocates for LGBTQ+ rights. The [board and staff](#) work to center racial, gender, and disability justice in all aspects of the organization. In 2021, a partnership was established with The New York Historical to house the Museum in a new wing currently under construction. In 2022-23 monthly public programs were launched, Ralph Applebaum & Associates was selected to lead the creation of the first tranche of exhibitions and digital experiences, and a \$30-million comprehensive fundraising campaign was launched.

The Museum is building its home in New York City because of its cultural context, its historic significance in the LGBTQ+ rights movement, and its popularity as a tourist destination. However, its national scope for exhibitions and educational products will be reflected in a series of traveling exhibitions created with partners across the country, and a digital museum with born-digital and gamified experiences. We are planning an October 2027 opening for the Museum's galleries in New York.

The Museum aims to:

- Educate our communities on the evolving and complex narratives of LGBTQ+ history
- Provide a physical space for LGBTQ+ people that fosters individual dignity and unifies across generations and differences
- Support and inspire a new generation of activists to advance social justice

For more information about The American LGBTQ+ Museum, please visit the [website](#).

## Position Summary

The Administrative Associate serves as the primary point of contact for staff, consultants, board members, the Museum's fiscal sponsor, and external stakeholders on a wide range of matters pertaining to the Museum and Executive Director.

The Administrative Associate organizes and coordinates executive communications and oversees special projects for the Executive Director. They also serve as the staff liaison to the American LGBTQ+ Museum Board of Directors, scheduling and minuting meetings, organizing and coordinating retreats, and providing resources and communications to that body.

The Administrative Associate works independently on projects from conception to completion and can work under tight deadlines to handle a wide variety of activities and confidential matters with discretion.

# Job Functions

## Executive Support

- Serves a “gatekeeper” and “gateway” role for effective scheduling and Executive Director time management; plans and coordinates the Executive Director’s complex internal and external schedule and manages time-sensitive deadlines
- Assists in managing the Executive Director’s correspondence and deliverables to external actors
- Researches, prioritizes, and follows up on many incoming matters and concerns addressed to the Executive Director; helps determine appropriate courses of action, referral, or response
- Maintains confidentiality and discretion on all topics of a sensitive nature
- Supports basic Information Technology needs of the Executive Director and helps address any subsequent tech issues
- Provides a bridge for smooth communication between the Executive Director’s office and internal departments and programs in ways that consistently maintain credibility, trust, and discretion with senior management, museum staff, and others
- Provides leadership to help build relationships with external stakeholders crucial to the success of the organization
- Manages expense reports, tracks and documents expenses for the Executive Director.

## Administrative Support

- Serves as the primary liaison to the Museum’s fiscal sponsor, The Fund for the City of New York. Processes paperwork and forms related to the HR and Finance functions of the Fund.
- Takes and distributes minutes for several board committees and working groups; tracks and reports on budget; provides data as needed.
- Maintains Information Technology systems, including but not limited to: physical hardware and computers, cloud storage, email servers, website maintenance, internet/telecom systems, purchasing accounts, et cetera...
- Serves as the primary liaison for office management and manages an office for a staff of seven.
- Maintains staff-wide calendar of appointments, programs, and reminders.
- Answers public phone line and responds to messages sent to our [Info@americanlgbtqmuseum.org](mailto:Info@americanlgbtqmuseum.org) inbox
- Supports logistics of development and programs events with staff.
- Helps with other tasks as needed and as time allows.

## Board Support and Liaison

- Serves as the staff liaison to the Board of Directors for the Executive Director facilitating communications and ensuring members’ needs related to board service are met.
- Manages quarterly American LGBTQ+ Museum Board meetings, including meeting logistics and coordination as well as related travel and accommodations, materials preparation, and related responsibilities.
- Manages Annual Board Retreat, including related travel, accommodations, and material preparation.
- Works with board Committee Chairs and the Executive Director to schedule Board committee meetings and teleconference calls.
- Assists with preparing materials related to new board member recruitment, nominations, and orientation.

- Drafts official meeting minutes at American LGBTQ+ Museum board meetings, as well as at board committee meetings, and works with senior management and board leadership to finalize minutes.
- Maintains accurate and efficient electronic Board, Board Committee, and Executive Office document filing systems.

## Qualifications

### Experience

Five years' experience working with senior management, C-suite executives, and/or Executive Director (in a nonprofit setting, preferred).

### Competencies

- Excellent verbal and written communications skills
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with discretion, tact, professionalism, and diplomacy
- Project management and advanced organizational skills reflecting the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Well-developed problem-solving skills
- Tech-savvy with ability to troubleshoot minor day-to-day tech issues prior to escalating to external support
- Highly skilled in PC usage and Microsoft Office / Google Workspace Platforms
- High level of proficiency in managing meetings via Zoom and similar platforms
- Knowledgeable in Adobe suite programs such as Photoshop and InDesign.
- Commitment to the vision and mission of the American LGBTQ+ Museum
- Cultural responsiveness and alignment with our values; commitment to equity and inclusion
- Strong relationship-building skills; high ethical standards, discretion, and tact
- Personal qualities of humility and empathy

Black, Indigenous, and People of Color (BIPOC), immigrants, women, Latine, and LGBTQ+ candidates are strongly encouraged to apply. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for the given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

## ADA Notations

- Regular sitting, standing, and communication (talking/hearing).
- Occasional lifting/moving up to 30 lbs.
- Vision requirements include close vision and ability to adjust focus.
- Noise conditions range from quiet to moderate noise.

## Reporting Relationship

This position reports to the Executive Director and has no direct reports.

## Compensation + Benefits

This is a full-time, salaried position at \$82,000 annually and comes with a generous benefits package. We do not negotiate salary as all our positions are compensated based on equitable practices. Please do not apply if this compensation will not meet your requirements.

## Location + Travel

The American LGBTQ+ Museum's offices are currently located at 45 W 36th Street, New York, NY 10018.

This position is eligible for a hybrid work schedule with two to four days in the office. Attendance at certain in-person programs and events is required.

Some travel is expected, including in-person board meetings, some partnership meetings, and museum events.

Workdays are generally Mon-Fri with occasional evening and weekend hours expected.

## Diversity, Equity, and Inclusion

Equal employment opportunity and having a diverse staff are fundamental principles at the American LGBTQ+ Museum, where employment and promotional opportunities are based upon individual capabilities and qualifications with regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

## Submission Instructions

To apply, please email the American LGBTQ+ Museum team at [hr@americanlgbtqmuseum.org](mailto:hr@americanlgbtqmuseum.org). Inquiries and nominations of qualified candidates may also be sent to this address.

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. Candidates invited for interviews with the American LGBTQ+ Museum team will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join the American LGBTQ+ Museum, and connection to its mission.

Review of applications will begin immediately and continue until the successful candidate has been selected.