



MINNESOTA
MUSEUM of
AMERICAN ART

Position Announcement – Office Manager

The M (the Minnesota Museum of American Art) is a St. Paul-based museum with a small, dedicated staff and a big mission: to explore American identities and experiences through art and creativity. A primarily visual arts museum, the M's exhibitions, and programs are co-curated with M staff in collaboration with diverse partners, focusing on lived experiences and creativity of the many artists, cultures, and communities that have been historically, and continue to be, underrepresented by American museums. This model has developed organically and has fostered multi-year solid partnerships that benefit both the museum and its partners, as well as the people they serve.

Goals that have united civic, philanthropic, and artistic leaders and the community in support of the M include:

1. Preserving and engaging the public with the M's unique collection, which includes more than 5,000 artworks showcasing the diverse voices of American artists past and present with a focus on Minnesota artists;
2. Creating a new collaborative programming model suited to our times; and
3. Revitalizing downtown St. Paul by connecting the Rice Park/RiverCentre area to the Lowertown/Mears Park area.

For more background on the organization, please see our [website](#).

Job description: The office manager is responsible for overall administration and operation of the M's hybrid work environment. This position provides a variety of high-level administrative services in partnership with the leadership team. The office manager plays an active role in creating an inclusive environment and establishing positive relationships with staff, the board of directors, and a wide range of external contacts. This position requires the ability to manage deadlines, be proactive and efficient, work with little supervision, handle multiple shifting priorities, and function inside and outside the organization with an elevated level of discretion and confidentiality. This role is primarily an in-person position, with room for 8-10 hours to be remote. The office manager reports to the M's associate director and works closely with the executive director and director of finance.

Primary duties include:

- Manage donation payments in Salesforce and produce weekly acknowledgement letters for mailing.
- Support with fundraising and membership, including drafting correspondences, merging datasets, and managing mailings.

- Assist with developing board and committee agendas, meeting scheduling, meeting minutes, and maintenance of the board calendar and portal.
- Maintain all board committee rosters, minutes, actions/resolutions, and reports.
- Support the director of finance with monthly reconciliation for Salesforce, deposits, and document retention.
- Produce, process, and track organizational invoices, letters of agreement, and vendor contracts.
- Facilitate general administrative tasks (i.e., document payments, manage the M's main telephone line, process mail, and generate correspondence as needed).
- Provide general administrative assistance and scheduling for the M's leadership team.
- Coordinate planning for staff and board events and on-site meetings.
- Oversee office supply inventory, requests, and purchases.
- Other work as assigned by M's executive director and leadership team members.

The successful candidate will have the following skills and experiences:

- Bachelor's degree; 3-5 years of experience in office administration, preferably in a non-profit setting.
- Experience with bookkeeping and accounting.
- Familiarity with Salesforce, Microsoft Office 365, and Zoom.
- Strong organizational and time management skills; able to prioritize and problem-solve effectively with change.
- Proactive, flexible, and resilient.
- Effective oral and written communication skills.
- Active commitment to a collaborative and productive work environment that values diversity, equity, and inclusion.
- Able to build strong relationships with a variety of people (staff, board, and external parties).
- Excellent calendar management skills and ability to coordinate multiple schedules.
- Able to keep confidential information private and secure.

The M's Commitment to a Diverse Workforce

The M aims to employ a diverse staff that represents Minnesota's communities and residents. The M acknowledges race, gender, and accessibility gaps in education and employment opportunities present in the Twin Cities.

Compensation and Benefits

Compensation will be \$55,000–\$60,000, depending on experience. The M has a generous employee health care plan, 403(b) contributions, leave policies, and a culture of work flexibility.

To Apply

Please send a letter detailing your interest in the position and your resume to info@mmaa.org with the subject line "Office Manager," by October 31, 2023.

Some exceptional candidates may have different backgrounds or skills than we have described here. If that's you, don't hesitate to apply.

The M is an affirmative action, equal opportunity employer.