

# Contemporary Arts Museum Houston

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## Employment Opportunity | Executive Administrator and Board Liaison

### About the Museum

Contemporary Arts Museum Houston (CAMH) presents extraordinary, thought-provoking arts programming and exhibitions to educate and inspire audiences nationally and internationally.

Established in 1948, CAMH is one of the oldest non-collecting contemporary art museums in the country, and is internationally known for presenting pivotal and landmark work by artists recognized as the most important of the 20th and 21st centuries. CAMH's mandate is to be present, to connect artists and audiences through the urgent issues of our time, and to adventurously promote the catalytic possibilities of contemporary art. CAMH's programming, both in and beyond the Museum, is presented free to the public, and advocates for artists' essential role in society.

### Description

CAMH is seeking an exceptional individual to serve as Executive Administrator and Board Liaison (EA). If you experience joy in creating order and discipline from flux, this role is for you. You'll provide primary support to CAMH's Executive Director Hesse McGraw (ED), and serve as the key liaison to an engaged and growing Board of Trustees. The role is ideal for an experienced EA with a background in non-profit or arts and culture organizations. The desired candidate is highly proactive, agile, and approaches their work with a balance of candor, directness, a sense of humor, and commitment to support the success of a vision-oriented leader and team. This role requires keen focus and an ability to manage complex and rapid flows of information within the context of a mission-driven and aspirational organization.

This full-time role requires living in or near Houston, Texas. The EA will work primarily in our office within the Houston Museum District, depending on the ED's schedule. Typical hours for this role are 9AM-5 PM, Monday-Friday, although additional hours on nights and weekends will be required in support of Museum events and ED duties.

Title: Executive Administrator and Board Liaison  
Reports to: Executive Director  
Status: Full-time | Exempt  
Salary: Starting range - \$48,000

### Mission

The mission of the Executive Administrator and Board Liaison is to stay five steps ahead of the ED, tracking all administrative details, and clearing the path for them to make their greatest contribution to the Museum. The EA will be a key asset to the ED and Museum by anticipating needs at an exceptionally high level, allowing the ED to develop vision and strategy for all aspects of the Museum. While repetitive tasks are certainly part of this position, tasks will vary from week to week based on the ED's needs and the needs of the Museum. The most important responsibility of the EA is to ensure administrative tasks and projects are completed with a high level of efficiency,

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confidentiality, accuracy, flexibility, and positivity in order to support the initiatives of the ED and Board.

## **Principle Duties and Responsibilities**

Responsibilities include but are not limited to the following:

### Board Management + Support

- Serve as primary administrative point of contact with Board of Directors, ensure timely and appropriate communication regarding meetings, committees, Board retreats, and Museum activities
- Schedule, and provide logistical support for meetings of the Board of Directors and its committees; prepare conference rooms (physical and virtual) and coordinate catering, as needed. Manage priorities of the Board and its committees
- Record Board and committee meeting minutes in preparation for review by key stakeholders and sign off by ED and Officers
- Synthesize meeting agendas and materials with a keen eye towards accuracy; prepare, assemble, and convey meeting packets and board books to optimize Board member engagement
- Respond in a timely manner to requests from Board members

### Executive Director Support

- Manage daily workflow, schedule, and special projects on behalf of the ED in collaboration with Staff and/or Board
- Proactively manage ED priorities through a daily, weekly, and monthly lens ensuring time is made for important meetings and focused periods of work
- Manage all travel details, from research and booking, to creating itineraries, to trip recaps and expense management
- Act with discretion and integrity in communications with Museum stakeholders
- Identify challenges and manage up with solutions; act as a partner to the ED to continuously improve operations of the Museum
- Facilitate errands and attend in person meetings multiple times per week
- Perform varying personal and professional tasks including, but not limited to, booking appointments, research projects, coordinating travel, and ordering gifts/flowers, etc.
- Monthly expense reporting

### Email + Calendar Management

- Facilitate all ED priorities, and promptly respond to calendar requests. When priorities change, you respectfully communicate to those affected and seamlessly adjust meetings
- Provide oversight of master calendar to ensure schedule alignment
- Manage complex calendar and scheduling to fully support the ED's time management and information flow. Prioritize and determine when to involve the ED and when to delegate to other staff
- Proactively act upon inbox items that do not require ED involvement
- Thoughtfully craft draft responses to emails and requests on behalf of the ED

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## Relationship Management

- Exercise discerning judgment as a steward of CAMH's community partners and Board. You understand how to create and nurture relationships through collaboration, service, and discretion
- Create systems & processes to manage reminders and outreach necessary to meet the ED's community partnership goals
- Understand what the ED needs to be successful before and after meetings. You create meeting prep, block time to review it, and ensure timely follow up after every interaction
- Additional duties as assigned including ad-hoc projects and/or special tasks

## Office Management

- Formulate procedures and processes to ensure efficient office operations; regularly refine processes and procedures, adapting and revising as needed
- Maintain and organize confidential and general files, both electronic and physical, for access by ED, Trustees, and Senior Leadership
- Ensure efficient and effective office operations, including office supply procurement
- Oversee the inventory and maintenance of office supplies
- Provide general support and hospitality to office visitors

## Characteristics

You'll bring humor, discretion, and efficiency to a role that is critical to the success of the Museum, and which is both behind-the-scenes and a key orchestrator of organizational priorities. The right individual will hold a deep belief in the mission of the Museum and a passion for the role of artists in society. The successful candidate knows how to assertively manage up, give direct and candid feedback, make recommendations when it's in the Museum's best interest, and extract information as needed. You anticipate what is to come and are unphased by the unexpected. You plan ahead and pivot as needed. You are independent, self-motivated and have a demonstrated ability to manage multiple assignments and projects in a self-directed manner. You have the ability to systematically work through complex problems, with a positive customer service orientation, to reach desired outcomes. You are a highly organized and detail oriented individual with a proactive and empathic approach to administration.

The EA must be an excellent communicator, in both written and oral form. This includes proficiency in spelling, grammar, and punctuation. You will take in a large amount of information and summarize it quickly both in writing and orally on a regular basis. You must also be able to track and respond to communication across multiple channels without losing any details. Those channels could include in-person meetings, virtual video calls, text messages and/or emails. You will carefully craft polished organizational documents, correspondence, presentations, reports, and other deliverables for community partners and board members within prescribed time frames.

In addition to working directly with the ED, the EA will also frequently work with members of the

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Senior Leadership team and cross-departmentally. You'll need to collaborate and communicate well with these team members, maintaining a solutions-oriented approach. You have a disposition towards learning and development, giving and receiving feedback, and implementing necessary changes in a timely way.

The EA will be a technologically savvy Mac user and will not be intimidated by learning or adapting to new technology. Proficiency in the following tech platforms is ideal: Microsoft Office Suite, Acrobat Pro, Zoom, Google Suite, and basic project management tools, such as Asana, Notion, et a

## Requirements

Education: Associates Degree from an accredited University or College; Preferred: Bachelor's degree

Experience: 3–5 years supporting executive level leadership, preferably in non-profit or arts and culture setting.

## Salary and Benefits

You will be eligible to participate in CAMH's health insurance benefit plans and have the opportunity to contribute to a pre-tax health and childcare savings plan. You are eligible for 24 Paid Time Off (PTO) days annually. These benefits will commence on the first day of the 3rd full month after your employment begins. You will also have the opportunity to contribute to a 403(b) retirement plan. The starting salary range is \$48,000 per year and compensation will be commensurate with experience.

## Submission Process

Email cover letter, resume, and professional reference list to: [hr@camh.org](mailto:hr@camh.org). References will only be contacted for finalist candidates.

Applicant review will continue until the position is filled. Please indicate your last name and "CAMH EA" in the subject line (e.g., "Last Name | CAMH EA"). No phone calls, please—candidates whose qualifications are best aligned with the components of this job description will receive a response. Salary is commensurate with experience. CAMH offers an attractive and competitive benefits package.

Contemporary Arts Museum Houston fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, sexual orientation, gender identity and expression, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans With Disabilities Act, it is the Museum's policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.