



Public Art Fund (PAF), New York's leading presenter of contemporary art projects in public spaces, seeks a dynamic, skilled, and organized **Executive Coordinator**.

Public Art Fund has presented exhibitions by the world's most compelling and significant artists in New York City and beyond for more than 40 years. These projects set the standard for excellence in the field, giving new meaning to urban space while engaging diverse audiences, making culture freely accessible to all.

The Executive Coordinator plays a vital role in ensuring the efficient and effective operation of the Executive Office. The position contributes to projecting the organization's culture and values, and is a key administrative liaison with the Board of Directors, cross-departmental staff, external stakeholders including professional colleagues, partners, and members of the public. Reporting to the Artistic & Executive Director, the position provides administrative support to the Artistic & Executive Director and the President, acts as communications lead to the Board of Directors, and is responsible for general office management and coordination.

Key Responsibilities

Executive Support

- Enhance the effectiveness of the Executive team through implementation of efficient systems, clear and proactive communications, and strategic prioritization
- Manage the calendars of the Artistic & Executive Director and President, including all appointments and invitations
- Schedule internal and external meetings for the Artistic & Executive Director and President, including arrangements for technology, equipment and/or refreshments
- Organize detailed itineraries and book domestic and international travel for Artistic & Executive Director and President
- Reconcile Artistic & Executive Director and President's travel expenses, credit cards, and invoices
- Work with the Development Department to manage Executive team's contacts and all needs related to the Artistic & Executive Director and President
- Draft formal correspondences to donors, artists, and other key partners
- Draft and edit executive presentations and proposals
- Provide technology assistance

Board of Directors Support

- Act as liaison for all administrative matters related to the Board, including overseeing the Board and Committee calendar; coordinating with department heads; distributing Board materials; and archiving documents per PAF policies
- Coordinate preparation of Board and Committee Meetings in collaboration with staff Committee Leads, and organize RSVPs
- Attend and record minutes for Board and Executive Committee Meetings
- Update and maintain Board Directory

General Office Management and Coordination

- Maintain and update internal Public Art Fund calendar with details for Board & Committee Meetings; Exhibition Openings Standing Staff Meetings; and select external events, including Art Fairs and other related events
- Open and sort incoming mail daily; answer general email inquiries and incoming calls
- Plan team-building events for staff, such as annual holiday party
- Ensure that Executive Offices, Conference and Meeting Rooms are well maintained
- Develop and maintain comprehensive Executive Department manual

- The Executive Coordinator plays a central role in the organization and may lend support in other areas to advance the mission and operations

Desired skills and qualifications

- Minimum of three years professional experience in an Executive support position, arts administration, or equivalent background
- Willingness to take on new challenges with enthusiasm and commitment
- Ability to think strategically, with an understanding of organizational goals and mission
- Outstanding organizational skills and an ability to multitask with a clear sense of institutional priorities
- Emotional intelligence and ability to work well with a wide range of individuals
- Highly developed verbal and written communication skills
- Ability to creatively problem-solve and identify better ways of working
- Capacity to think “big picture” while also valuing attention to detail
- Strong technology skills including fluency with Microsoft Word, Excel, and PowerPoint; G-Suite; Adobe Acrobat and Photoshop; experience with Raiser’s Edge, InDesign, and Zoom a plus

Please email cover letter and résumé as attachments to humanresources@publicartfund.org. Indicate the job title “Executive Coordinator” in the subject line.

The Executive Coordinator is a full-time position. Public Art Fund requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

Work is primarily performed in an office environment, on a hybrid schedule. Hours outside of the scheduled work times are an occasional requirement of the position. Salary is \$54,000 - \$59,000 per year and employment package includes medical, dental and vision insurance, generous paid time off, as well as other ancillary benefits.

Public Art Fund is an Equal Opportunity Employer. We believe that art has the power to spur conversation among people of different perspectives, to open hearts and minds, and to help shape the face and future of our country. A diverse workplace filled with people of different backgrounds reflects our organizational values and is vital to delivering on our mission.