

APERTURE JOB OPENING

Position Title: Executive Administrator
Reports to: Executive Director and CFO
Status: Full-time
Date: May 16, 2018

POSITION DESCRIPTION

Aperture is seeking to hire a full-time Executive Administrator to assist the Executive Director in all aspects of his work and to contribute to the smooth running of the Aperture office and team as a whole.

Responsibilities include, but are not limited to:

Executive Assistant Duties – supporting Executive Director

- Representing the Executive Director in person and by phone, and handling inquiries appropriately within the organization
- Supporting and handling, where necessary, Executive Director’s daily schedule, including processing mail, email, voicemail, business appointments, travel arrangements, etc.
- Administering the Executive Office, including preparing monthly expense reports, maintaining digital and paper files, and managing database of contacts
- Providing support for Board of Trustees meetings, including announcements, taking minutes at meetings, and compiling and circulating relevant materials
- Maintaining all related Trustee information and files
- Assisting with projects (editorial, sales, admin, and/or development), whether managing them or assisting in a more limited capacity, as specified by the Executive Director

Administrative Duties – supporting CFO and Office Administrator

- Contributing to the smooth administration of the Aperture office
- Checking and reordering office supplies
- Maintaining office order and neatness
- Tracking and communicating employee time off
- Posting job openings
- Organizing staff parties, events, farewell gatherings, etc.
- Project managing special projects, as requested
- Occasional front desk coverage
- Other administrative tasks, as needed

QUALIFICATIONS

- Three years' relevant administrative experience
- Bachelor's Degree or equivalent
- Detail oriented, with an ability to multitask and remain well organized under deadline pressure
- Excellent written and oral communication skills
- Ability to work in a team environment, with all levels of staff
- Ability to handle sensitive information with the utmost discretion, maturity and professionalism
- Strong computer skills, including experience with Microsoft Word, Excel, and Outlook. Experience with both Mac and PC platforms preferred

TO APPLY

Please send a resume and thoughtful cover letter to newhire@aperture.org, using the following conventions:

Subject line: **Executive Administrator**

Cover Letter: yourfirstname_yourlastname_coverletter.pdf

Resume: yourfirstname_yourlastname_resume.pdf

Please tell us why this role at a nonprofit photography publisher would interest you and how your skills and experience meet the qualifications of the position.

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted.

Aperture offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also has generous vacation, sick leave, and personal days, access to a variety of cultural institutions, and a stimulating and collegial work environment.

Aperture seeks to build a diverse and inclusive workforce, and welcomes all applications regardless of gender, race, sexual orientation, cultural background, disability, age, or religion.

ABOUT APERTURE

Aperture is a not-for-profit organization, connecting the photo community and its audiences with the most inspiring work, with the sharpest ideas, and with each other—in print, in person, and online.

Created in 1952 by photographers and writers as “common ground for the advancement of photography,” Aperture today is a multiplatform publisher and center for the photo community. From our base in New York, we produce, publish, and present a program of photography projects, locally and internationally. The foundation offers public programs including lectures, workshops, panel discussions, and conferences that contribute to and expand the dialogue on photography’s role in our society, as well as outreach education for children and teens, building visual literacy and aimed to engage diverse new audiences. More information about Aperture can be found at aperture.org.