



di Rosa

di Rosa Center for Contemporary Art

POSITION TITLE: Director's Office Coordinator
REPORTS TO: Executive Director
CLASSIFICATION: Part-time, non-exempt

Summary: The Director's Office Coordinator provides administrative and organizational support and also serves as a liaison to the Board of Directors. The position reports to the Executive Director and coordinates with the Registrar and Special Projects Manager on institutional administration.

About di Rosa:

di Rosa Center for Contemporary Art presents contemporary exhibitions and educational programs for all ages and maintains a permanent collection of notable works by artists living or working in the San Francisco Bay Area from the mid-twentieth century to the present day. A wide range of styles, media, and subject matter provides an overview of the creative energy and freedom to experiment that characterize this region of California. Protected in perpetuity under the Napa County Land Trust, di Rosa features multiple galleries, a sculpture park, and a 35-acre lake, all located on 217 scenic acres in Napa Valley's famed Carneros region. For more information, visit dirosaart.org.

Responsibilities:

Director's Office Coordination: The Director's Office Coordinator serves as the first point of contact for the Executive Director's office and regularly and directly assists the Executive Director.

Responsibilities include:

- 1) Field all incoming mail, inquiries, and requests for the Executive Director.
- 2) Manage Executive Director's calendar and schedule.
- 3) Plan, schedule and coordinate internal and external meetings, appointments, conference calls, and travel arrangements.
- 4) Research, compile, assimilate, proofread, edit, copy and distribute correspondence, documents, presentations and reports.
- 5) Generate and manage hardcopy and electronic filing systems in the Director's Office.
- 6) Manage and organize Executive Director's purchase and travel receipts.
- 7) Serve as host for select visitors and special guests to di Rosa.
- 8) Schedule, facilitate, attend, and convene meetings on Executive Director's behalf as needed.

Board Relations: The Director's Office Coordinator assists with the general administration of the Board by managing Board meetings and schedules, Board orientation, and Board coordination.

Responsibilities include:

- 1) Board Meetings
 - Schedule all Board and Board Committee meetings and track meeting attendance.

- Prepare meeting agendas, PowerPoint presentations, and other meeting materials and disseminate electronically and/or prepare hardcopies.
 - Attend all Board and Board Committee Meetings, take notes and prepare minutes.
- 2) Board Orientation: Prepare and disseminate board orientation materials and schedule orientation meetings.
 - 3) Board Coordination:
 - Serve as liaison for Board Officers and Committee Chairs.
 - Prepare and maintain master Board and Board Committee Meeting Calendar.
 - Maintain Board Roster and secure Board member information and materials as needed.
 - Coordinate, map, and monitor all Board Committee priorities and tasks.
 - Prepare and distribute the Board newsletter.

Institutional Administration: The Director's Office Coordinator oversees general office administration for the organization. Responsibilities include:

- 1) Prioritize and manage multiple projects simultaneously and follow through in a timely manner.
- 2) Organize general staff meetings, including coordinating with Senior Staff to develop an agenda, and distributing agendas and materials.
- 3) Provide general computer systems support and management and coordinate IT support.
- 4) Manage office supplies and equipment:
 - Order and stock office supplies.
 - Replenish postage meter as necessary.
 - Stock and coordinate maintenance of copying machine.
- 5) Coordinate with the Registrar and Special Projects Manager on institutional administration.
- 6) Identify opportunities to implement or enhance operational and administrative procedures.
- 7) Perform additional administrative tasks as assigned.
- 8) Participate in meetings and other duties as assigned.

Qualifications, Skills & Abilities:

- Bachelor's Degree and at least 5 years progressively responsible office coordinator experience, or an equivalent combination of training and experience, preferably with a non-profit organization.
- Interest in contemporary art and culture.
- Excellent communication skills and the ability to be tactful, astute and diplomatic in order to build personal rapport and effective working relationships with Board Members, staff, donors, organizational partners, artists and other stakeholders.
- Excellent skills in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint); experience with databases, digital file management and web-based research and applications.
- Superior organizational abilities, time management skills and attention to detail.
- Proactive, anticipatory, strategic thinker with a demonstrated ability to respond and thrive in a fast-paced, rapidly changing environment.
- Enjoys setting and managing multiple, simultaneous priorities while keeping eye on big picture.
- Ability to maintain a high level of confidentiality.

Working Conditions: Applicants must be comfortable with and enjoy nature. Must possess a car and valid driver's license and be willing to work occasional nights and weekends

To Apply, Please Provide the Following:

Resume with education, employment history, and contact information for 3 references

Application materials should be emailed in PDF format with “Director’s Office Coordinator” in the subject line to: katie@dirosaart.org

No phone calls please.

di Rosa Center for Contemporary Art is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, gender or gender identity, national origin, disability, age, citizenship status, marital status, Vietnam era or special disabled veteran's status, sexual orientation, or other basis protected by law. di Rosa makes reasonable accommodations for qualified applicants and employees with disabilities as defined by and in compliance with California law.