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**About this Job:**

**Bronzeville Center for the Arts**

Milwaukee, Wisconsin

Category: Art Museum Professional

Starting salary: \$65,000 + benefits

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## JOB POSTING

### Administrative Assistant

#### ABOUT BRONZEVILLE CENTER FOR THE ARTS

Bronzeville Center for the Arts (BCA) is a nonprofit organization rooted in art, culture, and history of the African diaspora. Located in Bronzeville – a historically African American neighborhood in Milwaukee, Wisconsin – the BCA will invite audiences of all ages to engage with dynamic art exhibitions and enriching educational programming when the art museum at 2312 N Dr Martin Luther King Jr Dr opens. BCA seeks to advance institutional equality within an environment that connects intergenerational audiences and provides an African American museum for people to experience intellectual and cultural exchange. Gallery 507 is the BCA planning office and a small gallery and retail shop located at 507 North Avenue in Bronzeville.

#### Position Description

- Performs administrative tasks and logistical duties to support the Executive Director and the BCA team. This role requires strong communication, calendaring, and project management skills.
- Proactively manages, organizes, and maintains the Executive Director's calendar to optimize time and strategic priorities.
- Arranges travel plans and produces detailed itineraries and documents for travel and related meetings.
- Assists Executive Director and Operations Director with coordination of All Staff, Committee, and Board meetings, which may include meeting and room logistics, preparation of materials, and supporting day-of-logistical needs.
- Coordinates and compiles items for the Executive Director's weekly briefing memo, working closely with the Operations Director and other staff to ensure the Executive Director is briefed and prepared for meetings, speaking engagements, conferences, and events.
- Assists with the BCA's programs and events, which may include coordinating event attendee lists, email correspondence, data entry into CRM system, preparing materials, handling room logistics, food procurement, and coordinating event supplies.
- Proofreads and edits various documents and/or correspondence generated by the Executive Director. Maintains and updates the filing of all correspondence and memoranda that comes through the Executive Director's office.
- Reconciles expenses and submits monthly expense reports in a timely manner for the Executive Director's signature.

Success in this position depends on planning several steps ahead, anticipating implications and logistics, and maintaining strong organizational skills to support multiple initiatives and competing deadlines.

**Education/Experience:**

- Bachelor's degree in business, education, management, office administration or communications.
- 5 years' experience as an administrative assistant.
- Experience with MS Office, Excel, and scheduling software.
- Experience in data management and resource maintenance.
- Strong interpersonal and communication skills, both written and oral.
- Ability to take initiative and guide projects from conception to successful completion.
- Track record of managing several projects simultaneously.
- Solid work ethic, commitment to punctuality, and excellent attention to detail.
- Ability to attend board meetings and events after hours or on weekends

**Interested applicants should submit their resumes to: [hr@bcamke.org](mailto:hr@bcamke.org)**

The Bronzeville Center for the Arts strives to ensure that our recruiting process is accessible to all. If you are unable or limited in your ability to use or access our online application, or if you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to [hr@BCAMKE.org](mailto:hr@BCAMKE.org).

