



ASIAN ART MUSEUM & GARDNER CENTER COORDINATOR

Part time, Tuesday – Friday, average 22 hours/week. Occasional evenings, and regular Saturday mornings in Fall & Winter are required.

OVERVIEW: Provide administrative and communications support to the Gardner Center and Asian Art Department at the Asian Art Museum.

FLSA STATUS: Non-Exempt/Part-Time **REPORTS TO:** Director, Gardner Center & Curator of Japanese and Korean Art

ESSENTIAL FUNCTIONS:

Gardner Center

- Assist the Gardner Center for Asian Art and Ideas in program preparation, event coordination, meetings, budgets, and marketing. Respond to general Gardner Center email and phone messages.
- Manage program information and logistics internally, including use of the SAM events database and Events web. Coordinate ticket sales with Admissions and Customer Service staff.
- Coordinate with Communications department on production of Gardner Center and SAM e-newsletters, updating SAM website event calendar, and VP program signage, including preliminary editing. Submit program descriptions and images as needed. Coordinate with designer, printer and post office for sending Gardner Center brochures. Maintain, organize and further develop an ongoing Gardner Center mailing list. Create bulk mailing lists.
- Manage program arrangements with presenters: arrange travel and hotel accommodations, maintain information on program spreadsheets, send and receive independent contractor agreements and W9s, disbursement requests for honoraria. Coordinate with Accounts Payable Lead for expense approvals and disbursements.
- Support Saturday University lecture series in set up, scheduling, web content management, signage and program hand-outs, and day-of operations. Purchase and schedule low cost coffee and tea for each lecture.

Asian Art Department

- Assist Curatorial Division and Curators at the Asian Art Museum in preparation of information as well as documents for exhibitions and programs.
- Arrange appointments as well as maintain the Department calendar and VP program calendar. Schedule travel arrangements for curators, visiting parties, special events, and meetings related to the Asian Art Department Curatorial staff.
- Handle incoming curatorial requests including valuation, donation, exhibition and artist requests. Coordinate appropriate response through curator.
- Maintain AAM community partnerships including Ikebana International, Calligraphy Club among others. Provide professional and timely information and assistance and build and maintain positive relationships with contacts.



- Act as museum liaison with Ikebana International; schedule and reserve rooms for Ikebana International events. Inspect Ikebana and other plant materials entering the Asian Art Museum. Coordinate annual Ikebana International Show each spring.
- Serve as administrator for the Chinese Painting and Calligraphy interactive site. Approve scholar requests, monitor comments and forward to appropriate staff for response.

General Office Management

- Manage payments and deposits, track expenditures and monthly budget reports. Manage the Asian Art Museum credit card; collect receipts, code appropriately and allocate transactions via online banking site.
- Maintain printer and other office machines and make service calls as needed. Maintain office supplies.
- Sort mail and send to appropriate individuals. Respond to general inquiries in a timely manner.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Bachelor of Arts degree and two (2) years of administrative support experience, or increased experience with no degree. Familiarity with databases desired.
- Excellent oral and written communication skills.
- Energetic self-starter.
- Familiarity with Asian language and culture a plus.
- Proficiency with Microsoft Office.
- Knowledge of budget system procedures and digital communications processes.
- Organizational ability with strong office management skills and event coordination skills.
- Ability to take initiative and prioritize multiple competing tasks; excellent time management, problem solving, and analytical skills.
- Ability to work with close attention to detail and to maintain confidentiality of sensitive information.
- Ability to work with donors, members, the public, and co-workers professionally and tactfully, represent the Museum with a high level of integrity and conform to the code of ethics governing the museum profession.
- Possess a neat, punctual, alert, and accurate work ethic.

The Seattle Art Museum will consider reasonable accommodations for those applicants with disabilities who may need a reasonable accommodation to perform the essential functions/duties. Please contact the Human Resources Department for additional information.

Seattle Art Museum is committed to diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply.

SAM

TO APPLY: Please visit <http://visitsam.org/careers> for specific instructions on how to submit SAM employment application, cover letter and resume.

Deadline: Open Until Filled