

**PLEASE TOUCH MUSEUM**  
**Position Description**

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**EXECUTIVE ASSISTANT TO THE PRESIDENT & CEO**

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<b>Reports to:</b>	President & CEO	<b>Department:</b>	Executive
<b>Direct Reports:</b>	N/A	<b>Division:</b>	Executive
<b>FLSA Status:</b>	Exempt	<b>Effective Date:</b>	FY19
<b>Employment Type:</b>	Full-time	<b>Hours/Week:</b>	40/ Monday - Friday

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**Background**

Please Touch Museum, the Children’s Museum of Philadelphia (PTM) was founded in 1976 and was the first children’s museum to focus exclusively on young children ages birth to seven years. Our mission is to change a child’s life as they discover the power of learning through play. In 2008 PTM moved to Memorial Hall in Fairmount Park, a National Historic Landmark which was built for the 1876 Centennial Exhibition.

Today, PTM is a multidisciplinary organization, providing exhibits and programs in the visual and performing arts, including theater, music and dance, literacy, humanities, math and science. PTM’s themed exhibits create a hands-on, interactive environment that helps children learn, develop, and practice the learning and social skills that will prepare them for success in school and in future careers.

**Position Summary**

The Executive Assistant to the President & CEO manages the strategic administrative functions and effectiveness of the office of the President & CEO, provides special project support to the President & CEO, and acts as a liaison between the Museum, the Board of Directors, and the community. This position requires the ability to fulfill time-sensitive project management responsibilities, and handles confidential information and matters. This position requires composing letters and documents, utilizing technology tools to the fullest, and professionally communicating in person, by telephone, mail, and email with various constituents.

## **Responsibilities**

- Facilitate the day to day needs of the office of the President & CEO by handling all administrative duties required by the President & CEO, which includes but is not limited to: calendar management internally and externally and event coordination; project managing the necessary pre-work on setting up conference calls, preparation, collation of presentation materials, and follow up for interactions with outside constituents. Professionally be the first contact for calls and visitors for CEO by answering questions; resolving basic incidents; or handle requests accordingly to ensure that information is communicated effectively and efficiently between constituents (Board, staff, community).
- Manage the CEO's mail; manage electronic contact system. Manage the internal meeting rooms
- Organize and expedites the flow of work through the President & CEO office.
- Act as direct operational liaison to Board of Directors: coordinate meetings of the Board and Executive and Finance Committees (schedule, set up, address all technical and/or catering needs; attend, document and follow up) prepare and distribute Board and Committee meeting minutes; prepare and distribute agendas and Board meeting packets: monitor Board participation and assist with new Board member orientation; maintain up-to-date lists of Board contact information and Committee Membership; and maintain Board portal.
- Ensure accurate transcribing of board minutes are taken during board meeting with a 48 hours' turnover time to distribute to all attendees.
- Prioritize and manage multiple projects simultaneously and follow through on issues in a timely, professional manner; prepare and draft well written letters, memos, email, contracts, and other correspondence for the President & CEO. Coordinate special projects which may include: planning and coordinating multiple presentations, disseminating information and coordinating direct mailing. Take notes and action steps from meetings requested by President & CEO. All minutes must be completed no later than 48 hours after the meeting. Participate in internal committees and activities, representing the Executive Office and providing various administrative needs.
- Prepare PowerPoint presentations. Organize and maintain filing system and file correspondences of confidential nature
- Make reservations for meals, meetings, or events held outside of the Museum; make travel and hotel arrangements for President & CEO. Arrange conference call sessions and properly notify participants.
- Manage Museum participation in community events; manage receipt of event invitations, ticket purchases, RSVP's and payments; request ticket donations from Board of Trustees as necessary. Work with the internal catering partner to administrator necessary catering needs related to President & CEO functions. Ensure that thorough project management

documents are completed prior to any activity, meeting or trips. Tracks and monitors Executive Office budget expenses. Coordinates subscriptions and memberships for museum. Manages UPS account; and air travel vouchers for all senior staff representing PTM at national and international meetings, manages the office supplies for the Executive Office.

- Other duties as assigned

### **Minimum Qualifications**

- Associate degree with emphasis on Field of study: Administrative Assistant Communications, Museum Communications or related fields.
- International Association of Administrative Professionals (IAAP); Business Professionals of American (BPA), or other certifications are an asset.
- 3-5 years' experience supporting a President & CEO/Executive Director.
- Knowledge of business vocabulary and standards for office communications.
- Proven ability to read and interpret organizational policies, contract, grants and other work-related documents.
- Excellent calendar management skills required (Outlook)
- Proven ability to abide by confidentiality requirements when working with sensitive information and communications.
- Proven ability to accomplish work within required timelines, including short, long and emergency timeframes. Advanced time management skills
- Ability to work under pressure in a professional manner.
- Ability to multi-task and prioritize multiple assignments to ensure completion of tasks accurately and within stated time requirements.
- Long and short-term project tracking and management. Strong project management skills required.
- Ability to prepare concise, direct, and discreet memo's, agendas, meeting minutes and other forms of internal and external communication
- Experience and interest in internal and external communications including but not limited to working with Board of Directors, donors and government officials.
- Strong communication skills;
- Experience in database management, customer service practices, spreadsheet applications, presentation and report preparation.
- Demonstrated ability to work cooperatively in a team environment.
- Experience in budget and expense tracking required.
- Able to work independently.
- Proficiency in Microsoft Office Suite.

- Excellent office skills, including but not limited to: typing, filing, faxing, answering multiple phone lines, scheduling, data entry, mass mailings, customer service
- Must demonstrate strong interpersonal skills, maturity and good judgment and be capable of communicating with a diverse range of individuals.
- Strong initiative, problem solving skills and sound judgment to effectively coordinate and maintain activities. Able to provide support to a variety of projects, work with various people's schedules to create meetings in timely fashion.
- Detail oriented; ability to follow through and organized. Flexible, able to adapt to changing priorities with ease.
- Establishing and maintaining complete filing (electronic and paper) and bring forward (BF) system; mailing, copying, note taking during Board and Committee meetings.

Please Touch Museum offers an excellent working environment; a comprehensive benefit package and competitive salary. To apply for this opportunity, please email your cover letter and resume to: [employment@pleasetouchmuseum.org](mailto:employment@pleasetouchmuseum.org) Office telephone: 215-581-3189 EOE