



Executive Assistant

Position Description

About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers, and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope, and beauty can coincide. MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who deliver two to three exhibition and programming seasons per year at both MOCAD's main building and Mike Kelley's *Mobile Homestead*. MOCAD is an Equal Opportunity Employer.

About the Role

The Executive Assistant provides high-level administrative support to MOCAD's executive team (Artistic Director and Chief Operating Officer) and plays a key role in ensuring smooth day-to-day operations across departments. This role is responsible for coordinating calendars and meetings, managing internal communication workflows, preparing and organizing materials, and supporting staff culture and hospitality. The role also supports development and donor-related administration, internal staff meetings, and cross-department coordination, ensuring clear documentation, follow-through, and alignment across teams.

The Executive Assistant will handle a wide range of confidential and time-sensitive matters, communicate with internal and external stakeholders, and help maintain strong organizational systems. Independent judgment is required to plan, prioritize, and support shifting demands while recommending improvements to internal processes.



Classification

Status: Full-time, Exempt

Compensation Range

\$50,000–\$55,000

Schedule

Monday through Friday with some evening and weekend hours as needed. This is an in-office role with the opportunity for a recurring once-a-week work-from-home day.

Direct Supervisor

Direct Report: Chief Operating Officer and Artistic Director

Direct Relationships: This role regularly interacts with staff members across all levels of the museum.

Role Responsibilities

Executive + Administrative Support

- Provide direct administrative support to the executive team, including calendar management, meeting scheduling, and correspondence across multiple stakeholders.
- Serve as a central point of contact for executive communications, responding to general inquiries and directing messages appropriately.
- Draft, format, proofread, and prepare materials on behalf of the executive team for internal and external distribution (emails, letters, memos, presentations, reports, briefing notes).
- Track deadlines and follow-ups for executive projects to ensure timely completion.
- Create and maintain systems for organizing key documents, contacts, and meeting resources.
- Run minor business-related errands



Development + Donor Administration

- Under the guidance of the Development Manager, assist with data entry for MOCAD memberships.
- Under the guidance of the Development Manager, write and deliver acknowledgement letters for major donors, sponsors, and foundations.
- Support the Special Events Manager, Development Manager, and Board and Partnerships Manager with administrative and logistical aspects of donor-, partner-, and VIP-oriented events, including invitations, RSVP tracking, and event-day support.

Internal Meetings, Scheduling + Team Coordination

- Administer all staff and leadership team meetings (alternating weekly), including sending reminders, preparing agendas, taking notes, and distributing recaps and action items.
- Monitor internal calendars to ensure all exhibitions, programs, special events, staff scheduling needs, and organizational milestones are accounted for across departments.
- Support internal communication workflows by ensuring decisions and next steps are documented and shared clearly.

Office Operations + Front-of-House Support

- Coordinate workplace hospitality and office readiness for internal meetings, visiting partners, and staff gatherings.
- Assist with administrative support for visiting artists, special guests, and museum partners as needed (scheduling, itineraries, basic prep).
- Provide light visitor services coverage support as needed and assist with creating a welcoming environment for visitors and stakeholders.

Events, Logistics + Special Projects

- Support the administration of executive-level planning and logistics for museum programs, openings, and public-facing events (as assigned).
- Assist with travel coordination, transportation planning, and meeting logistics for executive leadership when needed.
- Support special projects across departments that require organization, coordination, and communication support.



Staff Culture + Internal Engagement

- Lead recognition of staff birthdays and coordinate staff hospitality for special events (staff meals, team appreciation moments).
- Support regular internal staff events such as team-building activities and the annual staff holiday gathering.
- Help maintain a positive, professional workplace culture through proactive communication and administrative oversight.

Communications Support (As Needed)

- Copy edit marketing and website content for clarity, grammar, and accessibility.
- Support the communications manager and marketing team with administrative coordination for content calendars, e-news workflows, and internal review processes.
- Assist with gathering content and information across departments for museum-wide communications (when assigned)

Required Skills + Experience

- 3+ years of successful administrative experience, including experience supporting senior leadership.
- Ability to maintain confidentiality and communicate with diplomacy and discretion.
- Strong attention to detail; excellent written and verbal communication skills; ability to polish outgoing communications.
- Ability to prioritize multiple responsibilities, anticipate needs, and follow through on projects efficiently.
- Superior organizational skills and strong time management habits.
- Ability to manage detailed day-to-day work while keeping awareness of broader organizational goals.
- Friendly, team-oriented communication style; excellent interpersonal skills.
- Proficiency in Google Suite (Gmail, Drive, Calendar), Adobe PDF, Microsoft Office (Word, Excel), and Zoom.
- Success in this role requires a teamwork-centered mentality: partnering across departments, anticipating needs, and taking initiative on tasks big and small. As a small team, we value flexibility and proactive support as needs evolve day to day.



Desired Skills + Experience

- Associate's degree or higher in a related field, or equivalent experience.
- Interest in contemporary art and culture.
- Familiarity with CRM systems (DonorPerfect a plus).
- Familiarity with Mailchimp and/or Hootsuite is a plus.
- Reliable transportation for running errands and attending off-site meetings, programs, and events on behalf of the Museum (mileage reimbursed).

To Apply

To apply for this role, please email your resume and cover letter as a PDF to jobs@mocadetroit.org. Unfortunately, we are unable to respond to inquiries about hiring or this position.