

PACE

Assistant to Chief Marketing Officer New York

Position posted on: January 18, 2019

Pace Gallery is seeking a highly organized and resourceful Assistant to support our Chief Marketing Officer. In this diverse role you will be responsible for ensuring that the CMO's office run smoothly in the most efficient manner, you will take pride in providing exceptional, consistent and reliable administrative support relating to correspondence, incoming and outgoing calls and emails, calendar management and travel coordination. In this highly visible role you will also liaise closely with the members of our Executive team and various other departments and vendors.

Key Responsibilities:

- Maintain calendars in a timely and logical manner and proactively manage coordination of work to avoid conflicts; this includes conference room reservations and meeting updates.
- Plan and coordinate CMO's meetings and set and keep track of meeting agenda.
- Handle last-minute scheduling changes based on priority using sound judgment.
- Advise CMO of last-minute scheduling changes and communicate via e-mail, telephone and/or text message when appropriate.
- Field and keep track of all incoming calls; ensure proper follow-up.
- Develop and track a list of ongoing projects and tasks, updating CMO accordingly.
- Utilizing travel agency, book and organize travel itineraries and reservations to include review of travel options in advance of booking.
- Accurately and timely submit expense reports using Certify; carefully review expense reports for accuracy and policy adherence; review and process related invoices.
- Help draft correspondence and ensure that important emails and projects are finalized.
- Secures IT support as needed to trouble shoot/resolve computer/phone/printer issues.
- Develop and maintain strong relationships with fellow staff members, department heads and vendors.
- Proactively anticipates needs of CMO – always thinking ahead.
- Additional responsibilities as assigned.

Qualifications:

- BA Degree in Art History or related field required.
- Minimum of 2 years' experience in a similar support role, preferably in a gallery or arts related cultural institution.
- Superior interpersonal savvy, organizational agility, ability to learn and apply quickly, and ability to set and manage multiple priorities.
- Excellent oral and written communication skills, including exceptional spelling and command of grammar.
- Ability to learn, understand and effectively navigate organizational structure to accomplish duties.
- Proven proficiency in Microsoft Office, SharePoint and database programs.
- Display familiarity with the works of all Pace artists and in-depth knowledge of the art market.
- Ability to handle sensitive and confidential situations in a professional manner.
- Demonstrated flexibility, and ability to adjust priorities, and a solutions-oriented mindset required.

In addition to an active and progressive work environment, Pace Gallery offers a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts and commuter benefits, as well as a generous vacation policy.

To apply for this position, please submit a cover letter and resume to jobs@pacegallery.com, with 'Assistant to CMO,' in the subject line.

Pace Gallery is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.