

## Assistant to the Museum Director (m/f/d)

The MUSEUM<sup>MMK</sup> FÜR MODERNE KUNST in Frankfurt am Main is one of the world's most important museums of contemporary art. It comprises a collection of over 5,000 works with essential groups of works from the 1960s to the present, which is constantly being expanded through collection acquisitions and new artistic productions. The MMK shows changing exhibitions and collection presentations at its three exhibition venues MUSEUM<sup>MMK</sup> in Domstr., TOWER<sup>MMK</sup> in the Taunus Tower and ZOLLAMT<sup>MMK</sup> in the city's former main customs office. The exhibition and event program is aimed at intellectual aspirations, present-day relevance and impulses for contemporary theory and social relevance that correspond to the mission of a public museum today.

To strengthen our team, we are looking for an Assistant to the Museum Director (m/f/d), initially limited for a period of one year, starting as soon as possible.

Full-time/ EGr. 8 TVöD

EGr. 8 TVöD + 61,36 € front desk allowance

The Assistant to the Museum Director manages office operations, handles travel management for business trips and travel expense accounting, acts as a contact person for all employees, and serves as an important internal and external mediator in museum operations. He/she ensures that documents are prepared and presentations are created so that meetings are perfectly organized and timely.

Your responsibilities include:

- Managing the calendar of the director and assisting in scheduling appointments, board meetings, conferences, etc.
- Attending meetings and writing protocols
- Answering phone calls and redirecting them as necessary
- Processing and prioritizing all outgoing and incoming correspondence (emails, letters, packages, etc.)
- Preparing and organizing business trips for the director and executives

- Handling confidential documents to preserve their confidentiality
- Coordinating the forwarding of invoice receipts, reports, and contracts to the relevant departments
- Monitoring office supplies and negotiating the most cost-effective orders with suppliers
- Maintaining electronic records and paper records to ensure that information is organized and easily accessible
- Conducting research and preparing presentations or reports as directed

Your profile:

- Demonstrated experience as an executive secretary or in a similar position
- Proficiency in MS Office and back-office software
- Sound knowledge of office administration and basic accounting procedures, as well as proficiency in the technical vocabulary of the relevant industry
- Familiarity with basic working methods and reporting techniques
- Excellent organizational and time management skills
- Outstanding communication skills
- Very good English and German language skills in writing and speaking
- Integrity and confidentiality
- Completion of studies in business administration, cultural management, or a related field

We offer you:

- Comprehensive further training opportunities on various topics
- Company pension scheme and a Job-Ticket Premium without contribution, valid for all tariff areas of the Rhein-Main-Verkehrsverbund with carpooling option
- An interdisciplinary and intellectually interested as well as open-minded working environment

Further information:

**This is initially a one-year fixed-term full-time position. Permanent employment is intended.**

We particularly welcome applications from women. In case of equal qualifications, severely disabled persons will be given preference over other applicants. Applications from people of all nationalities are explicitly welcome.

For further information, please contact Ms. Karolin Loh at [karolin.loh@stadt-frankfurt.de](mailto:karolin.loh@stadt-frankfurt.de)

You can find answers to frequently asked questions (e.g., about payment) at [www.StadtFrankfurtJobs.de/faq](http://www.StadtFrankfurtJobs.de/faq).

We look forward to receiving your meaningful application through our online application management system, which can be found at [www.StadtFrankfurtJobs.de](http://www.StadtFrankfurtJobs.de).

Please apply by **May 21, 2024**.