



RUTH FOUNDATION FOR THE ARTS
Administrative Assistant

The Ruth Foundation for the Arts (Ruth Arts) is a new Milwaukee-based grantmaker dedicated to meeting the evolving needs and lived experiences of artists, communities, and arts organizations. National in scope, the Foundation reflects the culture and spirit of the Midwest, which long inspired its namesake and benefactor Ruth DeYoung Kohler II. Founded in 2022, the Foundation recently distributed its first grants, providing 78 arts organizations with \$1.25 million to date with plans to further award roughly \$18 million annually.

Reporting to the Operations Director, the Administrative Assistant supports the general administrative functions of the Foundation, and contributes to event planning and social media initiatives.

The ideal candidate will be an experienced administrator and strong collaborator with a demonstrated track record of managing logistics and handling office duties. They will enjoy navigating multifaceted projects, and are well-suited for creative work environments.

For more about the Foundation, please visit <https://rutharts.org/>.

POSITION SUMMARY

The Administrative Assistant is a new four-day-a-week position. Reporting to the Operations Director, the Administrative Assistant will be a highly motivated support staffer for the Foundation's small, hard-working team. This position supports the operational aspects of the Foundation, which include: grant and contract administration, filing and records management, scheduling and travel bookings, event planning and correspondence, data entry, and social media. The Administrative Assistant will maintain regular, collegial communications with colleagues, grantees, and artists.

Founded in 2022, Ruth Arts is still in its critical founding stage—the Administrative Assistant will join a small but growing team responsible for ensuring the organization activates its mission and values through its operations, communications, programs, and community partnerships.

As an artist-driven organization, the Administrative Assistant must have a demonstrated commitment to building relationships with artists, audiences, and communities that are rooted in openness, reciprocity, and respect. Managing

internal and external organizational needs, this person will be a proactive administrator who can gain the trust and confidence of colleagues, the Board, grantees, partners, and other stakeholders.

ONGOING ROLES AND RESPONSIBILITIES

GENERAL ADMINISTRATION

- Manage schedules for Senior level positions, handle meeting schedules and travel arrangements;
- Maintain accurate record keeping for grant campaigns and program initiatives;
- Maintain the Foundation's program calendar and coordinate travel for guests, visiting artists, and fellows. Oversee hospitality needs of visiting guests;
- Prepare presentation materials and/or meeting notes for Senior level positions;
- Support an environment of transparency by maintaining open communication with artists, colleagues, and community partners;

COMMUNICATIONS AND OUTREACH

- Manage an organized contact database and facilitate ongoing communications with program grantees and community partners;
- Coordinate outreach efforts through social media, website, electronic and print newsletters, and other forms of external communications;
- Work with visiting guests, vendors and/or community partners to plan events, trips, and public programs;
- Other jobs duties as assigned, through discussion.

IDEAL EXPERIENCE AND CHARACTERISTICS

The ideal candidate will be or have:

- A passion that supports and promotes the belief that creativity is essential;
- Highly organized and resourceful with strong written and verbal communication skills, including a proven ability to keep organized, to prioritize, and to manage time effectively and meet deadlines—attention to detail is required;

- A strategic, creative, and critical thinker with excellent collaboration skills;
- Demonstrated comfort or desire to work in a founding, start-up organization that is still in its infancy;
- A team player who is comfortable working in a small, fast, non-bureaucratic environment;
- Proficient and innovative with various social media platforms;
- An interest in artists, artmaking, and art organizations;
- A commitment to the principles of anti-racism, accessibility, and transformative cultural work as they relate to the administration, audience engagement, and communications;
- Exceptional emotional intelligence to liaise with all stakeholders with transparency, discretion, and responsiveness;
- Have humility and respect for the hard work of artists, practitioners, and organizations in a field that is immeasurably generative despite consistent underinvestment.

QUALIFICATIONS

- Minimum of 3 years of relevant experience;
- Experience working with artists and colleagues across disciplines;
- Embraces diversity, transparency, and authentic inclusion in their work;
- Excellent organization skills with the ability to handle many moving parts;
- Direct experience working in a collaborative or team environment, with a capacity for creative and proactive problem solving;
- Ability to read and understand budgets, contracts, and databases;
- Willingness to take initiative, learn, and grow in the role;
- Fluency in various administrative software platforms and applications, including Google Workspace and Microsoft Office; prior experience using grant-making, Adobe Creative Suite, or database software is a plus;
- Knowledge and understanding of social media tools and platforms;
- Training—academic, professional, or otherwise—that instills confidence in the above.

HOURS AND LOCATION

Ruth Arts is headquartered in Milwaukee, WI. This position must be based in Milwaukee and willing to work four consecutive workdays, from 10:00 AM – 6:00 PM. Some evenings may be required.

SALARY AND BENEFITS

The position is full-time, exempt. Compensation range: \$45-50,000, commensurate with experience, plus excellent benefits including employer-paid health, dental, and vision care; a 401K employer-matching plan; paid vacation, sick days, and national holidays.

HEALTH AND SAFETY

Ruth Arts requires that all staff be fully vaccinated (including a booster shot) with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

HOW TO APPLY

Please email cover letter and resume, with the Subject Line “Administrative Assistant” to jobs@rutharts.org. **Deadline: Friday September 9, 2022.** No phone inquiries, please. We regret we are unable to respond individually to each applicant. We are only able to respond to candidates being considered for interviews.

Ruth Foundation for the Arts is an Equal Opportunity Employer (EOE) and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership, parental status, military status, or any other non-merit factor.