

CIMA
OFFICE ADMINISTRATOR
POSITION DESCRIPTION

MISSION

The Center for Italian Modern Art (CIMA) is a 501c3 public nonprofit exhibition and research center established in 2013 in New York City to promote public appreciation and advance the study of modern and contemporary Italian art in the United States and internationally.

ABOUT CIMA

CIMA was founded by Laura Mattioli as a cultural and scholarly resource to shine a spotlight on Italian masters whose work has been little recognized outside of Italy, and to support new scholarship and public dialogue. The establishment of this organization is a critical step in overcoming the range of cultural, academic, and political obstacles that for too long have prevented a broader awareness of the significance of twentieth-century Italian art. Ms. Mattioli is an art historian, curator, and collector, specializing in twentieth-century Italian art and has published, lectured, organized exhibitions of modern and contemporary art, and presented extensively in the subject.

Each academic year CIMA presents its spacious loft in Soho, examining the work of modern Italian artists rarely exhibited in the U.S, or offering new perspectives on modern Italian artists who are better known. Selected by Mattioli and an Advisory Committee of internationally recognized experts in the field, these installations bring the art of inspiring masters into dialogue with other artists, illustrating its impact and resonance. The exhibitions serve as the theme for CIMA's fellowship program, which aims to promote new scholarship and dialogue in the field through the support of emerging young scholars from around the world.

CIMA awards four in-residence fellowships each year to support the study of Italian modern and contemporary art by scholars at the master's, doctoral, and post-doctoral levels. Open to scholars of all nationalities, the intention of the program is to bring together emerging scholars from diverse academic backgrounds to CIMA's interactive and collaborative environment. CIMA Fellows work on a study topic related to CIMA's annual installation, lead guided visits of the exhibition, and participate in CIMA's programming and other activities. CIMA also supports an annual Travel Fellowship to candidates residing outside of Italy who wish to study in Italy at the master's level or above.

CIMA is dedicated to providing intense visual encounters with works of art in an intimate non-institutional setting. It is open for public visits to its exhibition on Fridays, and Saturday. Tours are led by the Fellows in Residence, and there are open hours when visitors can enjoy the exhibition on their own. Throughout the season, CIMA holds special tours, events, conversations, and study days as part of its programming. CIMA has a small but robust membership program. Members are welcome on other days of the week by appointment to enjoy the space and exhibitions on their own, and they enjoy other members-only benefits, including privileged access to curator-led tours of current exhibitions and free admission to a CIMA's public programs and events. Once a year,

CIMA's fellows organize Study Days on themes related to the exhibition. Their papers are published in CIMA's online scholarly journal.

CIMA is governed by a Board of Directors that meets several times a year. CIMA has an annual budget of approximately \$1.2 million. There is a full-time staff of four, a part-time bookkeeper manages daily finances. Interns work at CIMA throughout the year. CIMA is a member of the Soho Arts Network and the Association of Research Institutes in Art History.

POSITION SUMMARY

Reporting to, and in close partnership with the President and the other CIMA employees, the Office Administrator will manage CIMA's day to day life, including the smooth running of its premises and administrative aspects of the functions of CIMA employees, Interns and Fellows in Residence. There are currently three full time employees: the Education and Programs Manager (who supervises the fellows), the Membership and Communications Manager (who supervises the interns), and the Registrar and Exhibitions Manager. The ideal candidate will have experience in office administration and be competent in prioritizing, meeting deadlines, interfacing with a variety of people, anticipating needs, and working with little supervision.

BASIC FUNCTIONS

Working under CIMA's Founder's vision and leadership, the Office Administrator will:

- a) Supervise the facility, regarding - but not limited to - cleaning staff, needed supplies, HVAC and humidity systems, maintenance, monitoring and repairs, including managing and supervising the repair contracted workers on site at CIMA
- b) Maintaining relationships with vendors (IT, contractors)
- c) Manage mail, shipments and any deliveries to and from CIMA
- d) Scheduling internal and external meetings and managing their logistics
- e) Coordinate and check the employees', fellows' and interns' working hours, personal leave, time sheets and other personnel matters pursuant to the procedures set forth in CIMA's Employee Handbook
- f) Maintain CIMA policies and procedures governing the running of CIMA's premises, accounting, information technology, document retention and personnel. The Office Administrator will also monitor compliance with those policies and procedures and propose any recommended changes to the same to the President
- g) Update CIMA's records and archive documents such as Board of Director's meeting minutes
- h) Review invoices, financial statements, checks and like materials and present the same to the President for review and signature.
- i) Assisting with the preparation of CIMA's budget on a quarterly and bi-quarterly basis
- j) Occasionally booking travel and hotel arrangements for CIMA staff and possible visiting speakers or scholars
- k) Assemble necessary documents for CIMA's accountants and auditors, working together with CIMA's contracted bookkeeper, staff and the President
- l) Manage the VISA application process for any fellows or interns arriving in NYC from Italy or other foreign countries

PREFERRED

- Knowledge of Italian language and culture a plus, but not necessary
- Experience working in an office setting and as an administrator
- Ability to multi-task, manage competing deadlines
- Dynamic, motivated personality
- Willing to work within a small staff of 4 people
- Organized and meticulous, attentive to detail
- Capable of mediating among different parties and demonstrating agreeable interpersonal skills
- Able to work Monday to Friday 10am to 6pm
- Experience using Dropbox, WordPress, Outlook, Excel, and other office management systems
- Exceptional written and verbal communication skills

CIMA is an equal opportunity employer: we do not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.

To apply please send a cover letter and resume to info@italianmodernart.org with Office Administrator_FirstName_LastName as the email subject line.