The Newark Museum of Art  
Position Announcement

Membership Assistant

Background:
Founded in 1909, the Newark Museum (“the Museum”) is one of the most influential museums in the United States and the largest art and education institution in New Jersey. Its extensive collections, which include art from around the world as well as significant holdings of science, technology and natural history, rank 12th in size nationally. The Museum is dedicated to artistic excellence, education and community engagement with an overarching commitment to broadening and diversifying arts participation.

A cultural anchor institution in Newark for more than a century, the Museum advances its mission by operating in the public trust as a museum of service, and as a leader in connecting objects and ideas to the needs and wishes of its constituencies. The Museum’s renowned art collections have the power to educate, inspire and transform individuals of all ages, and the local, regional, national and international communities that it serves. In the words of founder John Cotton Dana, “a good museum attracts, entertains, arouses curiosity, leads to questioning and thus promotes learning.” The Museum responds to the evolving needs and interests of the diverse audiences it serves by providing exhibitions, programming, a research library, partnerships and resources designed to enrich people’s lives.

The Museum’s collections are presented in 91 galleries housed on a seven-acre campus that encompasses the Ballantine House, a Victorian-era mansion—a National Historic Landmark, the Dreyfuss Memorial Garden, and Horizon Plaza. The Museum also features the Alice and Leonard Dreyfuss Planetarium as well as the MakerSPACE, a dedicated maker studio and exhibition space that offers interactive, hands-on activities for visitors all ages that integrate the arts with STEM learning.

Under the leadership of its new Director/CEO, Linda Harrison, the Newark Museum is poised for a chapter of transformation, exciting growth and development. The City of Newark is also undergoing a revival of its own.

Position Objective:
Support the Director of Membership Services in the daily operation of the membership services department.

Duties and Responsibilities:
• Provide administrative support to the membership department in the development and execution of campaigns and programs
• Process membership gifts including but not limited to gift batching, card printing, benefit package fulfillment, and follow-up as necessary
• Respond to inquiries and provide outstanding customer service to members, Trustees and volunteers
• Assist with on-site and off-site events and programs including but not limited to exhibition openings, member mornings, Annual meeting
• Prepare weekly current membership list for Welcome Center
• Ensure current membership collateral are distributed throughout Museum
• Coordinate a member check-in station at Museum events and programs including, when needed, a Member-Express station
• Collect and record attendance figures for Museum events, activities and walk-in visitors in Sirusware database
• Other duties and responsibilities as required to meet the Museum’s mission

**Salary: $40,000 per year**

**Qualifications:**
• BA/BS or equivalent experience
• 2-3 years of membership experience
• Excellent communication skills
• Experience in a customer service environment
• Strong computer experience with MS word, excel
• Experience with Raisers Edge and/or Sirusware a plus
• Available to work nights and/or weekends as required by program scheduling

Physical Demands: The physical demands described here are representative of those that are to be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle, reach or feel; talk or hear.

Send letter of application and resume to:

Human Resources
Newark Museum of Art
49 Washington Street
Newark, NJ 07101
Fax#: 973-642-0459
Email: humanresource@newarkmuseum.org

The Newark Museum of Art is Equal Opportunity Employer and does not discriminate against candidates based on race, age, gender, sexual orientation, physical disabilities or any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, promotion, lay-off and termination, and all other terms and conditions of employment.