

Assistant Director

The Assistant Director works closely with the Director and supports her/him in the development and implementation of the Museum's strategic plan and policies.

Manages the day-to-day operations of the Director's Office. Performs all duties as Assistant to the Director and coordinates communication with Committee Members & Board of Trustees. Functions as general office manager and liaison between the Director and staff.

She/he must have a cross vision of the activity of the Museum, of its missions and of the running streams.

The Assistant Director must lead the staff to further the Director's vision.
Reports to the Director.

Profile

Applicants must be trilingual (Arabic, French and English) based in Beirut and with a minimum of 5 years' experience in a similar function or capacity.

Major Duties and Responsibilities

General administrative duties

- Performing or overseeing the execution of general administrative duties
- Organizing and maintaining files, records, and archives
- Conducting administrative tasks and research for the director on a wide range of topics related to the overall management of the institution.
- Detect, keep track of and manage daily issues (human, financial, logistical) occurring in the museum;
- Assist the Director in the decision-making process, by providing him/her with insights (data, analysis, scenarios, recommendations);
- Bring a palette of relevant and easy-to-use management tools

Accounting and finance

- Oversees office accounting (with accountant)
- Produces cash-flow reports (with accountant)
- Oversees NSM budget (with director)
- Follows-up on exhibition and projects' budgets

Human resources

- Writes and updates job descriptions (with director)
- Recruits interns and follows-up with them

- Fixes office holidays and follows-up on staff holidays
- Coordinates regular internal staff meetings and take minutes
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.

Project management

- Assists in the coordination of cross-departmental projects
- Completes special projects and assignments, as requested by the director
- Assists with coordination of openings and other special smaller events

Communication

- Oversees newsletter, website updates, general communication calendar and content.

Board and committees

- Assists with correspondence to the Committee and Board
- Creates and maintains board meetings timeline
- Oversees update to the board
- Prepare materials for meetings and maintain records of minutes, memos...

Representation

- Represents the Museum in external events when required
- Acts director in the absence of director

Application Process and Start Time

Applicants should send in a short motivation letter stipulating how they meet the profile specification, as well as their CV to karina.elhelou@sursock.museum

Deadline: February 27, 2023

Start Date: As soon as possible. No later than early April 2023.