

Office and Legal Administrator

Full-Time Position

The Calder Foundation, a nonprofit institution dedicated to preserving the legacy of the artist Alexander Calder, is seeking to hire a full-time Office and Legal Administrator. This position is responsible for serving as first point of contact and managing the general operation of the office as well as assisting the Foundation's Legal Department. While it is an administrative position, this role is an excellent opportunity for an eager and responsible individual looking to contribute to and grow with our organization.

Office Administrator Responsibilities:

- Answer and direct phone calls and emails, respond to general inquiries by phone or email
- Manage front door, including accepting and delivering mail to staff
- Coordinate all aspects of guest visits and meeting preparations, including meal and conference room set up and assisting with set up for events
- Order and maintain office supplies
- Arrange for package delivery, pick up and/or drop off, with occasional errands to the post office or other locations as requested by department heads
- Purchase office groceries on a weekly basis, manage kitchen lists and cleaning schedule
- Manage office maintenance. Schedule and supervise external contractors and building staff
- Administer the Foundation's calendar and create schedules for other office activities
- Compile office and departmental expense records for the Foundation's Controller
- Assist staff with additional administrative or logistical duties

Legal Administrator Responsibilities:

- Assist the General Counsel with miscellaneous administrative tasks, such as drafting correspondence, writing research memos, and maintaining legal records
- Assist in coordinating copyright licensing requests with copyright agencies and in maintaining related digital and physical archives
- Assist with identifying and reporting copyright infringements and maintaining the Foundation's trademark registrations

Requirements:

- A bachelor's degree, or equivalent
- At least one year of administrative experience
- Computer literacy in Macintosh OS and Microsoft 365
- An interest in the Artist and the Foundation's activities and Mission as well as an eagerness to learn about art law and intellectual property
- Motivated and eager to pitch in, community-oriented, team player who is able to identify and solve problems with minimal supervision
- Excellent attention to detail as well as communication, organizational, and time management skills
- Fluency in written and spoken French is desired
- Working hours: M-F 10-am-6pm, in-person

Starting salary is \$52,000/yr with generous benefits package, including health insurance, paid sick and vacation leave, and optional 403(b) account.

Position is supervised by the Calder Foundation's General Counsel

The Calder Foundation is an equal opportunity employer. We welcome applicants from all backgrounds, including those from marginalized communities, and are committed to creating a diverse and inclusive environment for all employees.

To apply, please send a cover letter and resume to: resume@calder.org.

NO PHONE CALLS AND NO AGENCIES, PLEASE.