

# the Columbia Museum of ART

## COLUMBIA MUSEUM OF ART

**Title:** Affinities Manager

**Reports To:** Associate Director of Engagement

**Purpose:** CMA Affinity groups invite museum members and the public to join arts and culture focused communities through programs and activities presented by volunteer boards and committees. The Contemporaries, Friends of African American Art & Culture, and the Columbia Design League represent some of the most enthusiastic supporters of the CMA and arts in the Greater Midlands through a shared sense of community. The Affinities Manager directs each affinity's board to ensure activities are mission focused, financially viable, and align with the CMA strategic plan and vision.

**Responsibilities:** The Affinities Manager works closely with affinity board presidents and executive committees to ensure successful outcomes of each group's annual plan. This position serves as the point person for affinity communication with museum staff and as a member of the CMA Learning & Engagement team, and ensures alignment of affinity and departmental goals and calendars.

**Primary responsibilities:**

- Actively integrate the strategic and logistical work of the CMA affinity groups with museum procedures, practices, and policies. Facilitate an annual board orientation in the first quarter of each year.
- As part of the department of Engagement, participate in weekly meetings and contribute to audience engagement strategy sessions.
- Attend all monthly board meetings, annual retreats and select committee meetings to ensure successful alignment with CMA goals, policies, procedures, and overall schedule of events.
- As the museum's representative, oversee each affinity programming event, approximately 15-20 per year, to include planning, execution and problem solving.
- Support and coordinate activities and planning of each group's main initiatives. Tasks may include offsite meetings or material pickup, coordination with vendors, and coordination with Special Events and Facilities teams to ensure proper staffing and permits are in place.
- Plan and manage an annual Affinity Group Mixer event, creating opportunities for all affinity members to interact, collaborate, and operate on common ground.
- Work with Affinity Committee Chairs to submit requests for marketing and promotions promptly and on deadline to the CMA Communications Department.
- Facilitate approvals for Affinity fundraising plans with the CMA Chief Development Officer for all event sponsorships.
- Facilitate coordination between Affinity Treasurers and the CMA's Finance Office for event reconciliation and reimbursements.
- Manage and monitor member data within the museum's CRM system to ensure accuracy and communicate with affinity members.
- Facilitate payments to artists, vendors, and board members.
- Add board meetings and annual events to the museum's internal calendar.
- Maintain the official records and files for all affinity initiatives and board meetings.
- Promptly return phone calls and emails

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## **Secondary Responsibilities:**

- Act as a public ambassador for all affinity groups. Present and speak to community and media groups when a board member is unavailable.
- Ensure upkeep and organization of Affinity equipment and supplies.
- Ensure board members are on track for post-program cleanup and organization protocol.
- Coordinate A/V for designated programs and events.
- Represent the CMA in professional development opportunities towards best and next practices in the museum field.

**Job Type:** This is a full-time, 40 hours per week, exempt position. Evening and weekend hours required.

**Education/Qualifications:** Bachelor's Degree or equivalent experience.

**Skills and Knowledge:** 4+ years of proven administrative support, project management, and staff or volunteer management a must. Expert proficiency in computer skills including project management software, client or volunteer database, and Microsoft Office Suite; excellent written, verbal, and collegial communications skills.

## **Experience and abilities:**

- The position needs enthusiasm and a commitment to the mission and vision of the museum interacting courteously and respectfully with both staff and external partners.
- Be a positive, passionate advocate for the CMA to strengthen community relationships.
- Critical thinker and self-starter who is willing to work proactively to identify key priorities and work across teams to implement the necessary solutions.
- Strong ability to work on multiple projects at once.
- Ability to bring forward-looking approach to solving current challenges and initiatives.
- Accurate verbal and written communication skills, able to influence with confidence and respect, and present in an organized fashion.
- Strong logistical experience, with commitment to details and time management.
- Presents a professional, businesslike image to all co-workers, volunteers, and the public.
- An ability to foster trust and keep all information confidential.
- Must be self-aware, self-regulated, motivated, and empathetic.
- Requires considerable amounts of time dedicated to event set-up, breakdown, and execution of programmatic elements along with interacting with the public and volunteers.

**Salary Range:** Commensurate with experience that demonstrates proven successes and results: \$45,113 - \$53,113, plus benefits.

**Contact:** The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Wilson Bame, at [wbame@columbiamuseum.org](mailto:wbame@columbiamuseum.org) with "Affinities Manager" in the subject line.