



Executive Assistant

The Aga Khan Museum (AKM) in Toronto, Canada offers visitors a window into worlds unknown or unfamiliar: the artistic, intellectual, and scientific heritage of Muslim civilizations across the centuries from the Iberian Peninsula to China. Its mission is to foster a greater understanding and appreciation of the contribution that Muslim civilizations have made to world heritage. Through education, research, and collaboration, the Museum will inform and inspire audiences from all cultures by presenting art created in the Muslim world throughout the past fourteen centuries, along with current paths of artistic practice and cultural development.

Purpose of Position

Reporting to the Director & CEO, the Executive Assistant ensures smooth functioning of the Director's office by providing professional and confidential, logistical and administrative support to the Director & CEO, the Board of Directors and its Committees. The Executive Assistant manages and prioritizes competing demands for the Director's time and attention by coordinating his schedule, prioritizing visitors, meetings and phone calls. The Executive Assistant supports members of the Museum's Board through preparation, oversight and recording of Board and Committee meetings. S/he liaises with Museum staff and volunteers and members of the Board of Directors as well as senior officials of the Aga Khan Development Network (AKDN).

Key Responsibilities

- Manage the Director & CEO's schedule and appointments, ensuring that the schedule is followed and perform a "gatekeeper" role, prioritizing conflicting needs; handling matters expeditiously and proactively
- Review and analyze reports and other information received by the Director & CEO and prepare summaries for the Director & CEO
- Review all incoming mail and prioritize matters that require the Director & CEOs attention; also, assist the Director & CEO with correspondence and writing of reports
- Draft correspondence independently or from brief instructions for the Director & CEO's signature
- Screen and respond to telephone calls and appointment requests ensuring all enquires are responded to efficiently and effectively
- Liaise with internal and external stakeholders and follow up on contacts made by the Director & CEO and support the cultivation of ongoing relationships
- Arrange and coordinate conference calls and schedule meetings with internal and external stakeholders and coordinate meeting logistics such as room booking, catering, and audio-visual set up; circulate relevant materials for meetings and follow up on issues that arise through meetings
- Liaise with other museums, agencies, companies, etc. ensuring that information is properly handled and forwarded to the appropriate staff member
- Support the work of the Department Heads, as and when required
- Mediate donor and purchase requests for object acquisition
- Develop and maintain well-organized filing system ensuring rapid retrieval of information
- Communicate with the offices of the Chairman of the Board and the leadership of the Aga Khan Development Network ensuring confidentiality and professionalism



- Serve as principal liaison between the Director & CEO and the Board members communicating directly and on behalf of the Director & CEO with Board members, donors, and external officials
- Manage the scheduling of Board and committee meetings
- Support the Board of Directors, attending and recording discussions at Board and Committee meetings and maintaining official records
- Prepare, coordinate, and distribute all agendas, minutes and supporting materials for Board and Board committee meetings, ensuring the Chair of the Board and Directors are properly briefed and provided with all appropriate documentation and information required to lead and/or participate in meetings and ancillary functions
- Keep track of Board and Committee requirements and ensure reports and documents are prepared in a timely manner, and that follow-up actions are taken
- Ensure Board members are reimbursed travel expenses, collecting documentation, completing requisition form and tracking process to completion
- Coordinate hospitality requirements for internal and external meetings
- Arrange external outreach functions with key museum stakeholder communities
- Arrange travel, visa requests, hotel and car reservations and prepares itineraries for the Director & CEO and VIP guests visiting the Museum
- Conduct research, gather information and produce documents, briefing papers, spreadsheets and reports
- Prepare purchase orders, handle invoices and prepare expense reports

Qualifications & Experience

- Minimum University undergraduate degree or college diploma in administration or related field
- Minimum of 5 years experience in a similar capacity
- Ability to represent the Director & CEO's office, maintaining a high level of professionalism and building collaborative working relationships with co-workers, Board members, external stakeholders and the general public
- Ability to maintain a high degree of integrity, diplomacy and discretion in managing confidential documents and information
- Capacity to work independently and meet tight deadlines
- Excellent planning and organizational skills with the ability to perform and prioritize multiple tasks seamlessly with attention to detail
- Proactive approach to problem-solving with decision-making capability
- Excellent oral and written communication, particularly business writing, skills
- Strong interpersonal skills and the ability to build relationships with internal and external stakeholders
- Knowledge of board operations and functions
- Proficiency in computer applications, including advanced skills in the use of the Microsoft Office programs
- Flexibility to work evenings, holidays, and weekends
- Willingness to travel
- Expressed interest in the mandate of the Museum.



AGA KHAN MUSEUM

77 Wynford Drive
Toronto, Ontario
M3C 1K1, Canada

t. 416.646.4677 f. 416.646.4665
info@agakhanmuseum.org
www.agakhanmuseum.org

To Apply

Please send your cover letter and resume to akm.hr@akdn.org.

The Museum thanks all those who apply, however only shortlisted candidates will be contacted. Candidates from the GTA and/or those willing to relocate to the GTA would be preferred.

Please note that the Museum is an equal opportunity employer and is committed to fair and accessible employment practices. Upon request, suitable accommodations are available under the Accessibility for Ontarians with Disabilities Act for applicants invited to an interview.