

Career Opportunity - Executive Assistant with Pyramid Hill Sculpture Park & Museum in Hamilton, OH

Do you have a passion for the arts and nature? Are you an experienced Executive Assistant who thrives on managing communications, calendars, team coordination, and board engagement? If so, this is the opportunity for you!

Pyramid Hill Sculpture Park & Museum is creating an **Executive Assistant** role to support the Executive Director and ensure smooth day-to-day operations across administration and support strategic initiatives. This position will report to the Executive Director and collaborate closely with staff, board members, supporters, and community partners. The ideal candidate is a proactive, highly organized problem-solver who enjoys a fast-moving, mission-driven environment and can gracefully manage shifting priorities.

As the **Executive Assistant**, you will:

- Serve as the Executive Director's right hand, managing email, calendar, and meeting logistics with accuracy and discretion.
- Act as a communication hub between the Executive Director, staff, and Board of Trustees, ensuring timely updates and smooth coordination.
- Prepare and organize board packets, agendas, and manage annual board calendars; take a leadership role in board communications.
- Draft, edit, and format correspondence, reports, and presentations for internal and external audiences.
- Organize physical files and maintain digital records for strategic projects, loans, and acquisitions.
- Coordinate travel arrangements and expense tracking for the Executive Director and guests.
- Support major events, artist contracts, and staff retreats with scheduling, setup, and execution.
- Assist with grant and sponsorship documentation, reporting, and impact data collection.
- Help maintain office operations, supplies, and digital file organization.

Requirements:

- Minimum 3+ years as an Executive Assistant or in a similar role supporting senior leadership

- Excellent organizational and time management skills; ability to manage multiple priorities effectively
- Strong written and verbal communication skills; confident in drafting and editing professional materials
- High level of discretion with confidential information; polished, service-oriented demeanor
- Proficiency with Microsoft Office and collaboration tools (Teams/Zoom); familiarity with CRMs (Salesforce/Veeva or similar)
- Basic understanding of financial documentation and budgeting concepts
- Ability to attend occasional evening and weekend events
- Experience supporting nonprofit boards and understanding governance processes preferred
- Knowledge of donor development and nonprofit operations preferred
- Comfort with hybrid collaboration tools and light automation (e.g., templates, mail merges)

Pyramid Hill Sculpture Park & Museum is a 470-acre sculpture park and museum located just outside of Cincinnati, in Hamilton, Ohio, with a mission “to bring people to art in nature”. The Park features outdoor and indoor art collections, rolling hills, hiking trails, the iconic Pyramid House, and a robust calendar of exhibitions and educational programming. Pyramid Hill also stewards Fortified Hill, a 2,000-year-old indigenous earthwork and ceremonial site, with tours and programming launching soon.

Learn more:

<https://www.pyramidhill.org/>

<https://www.linkedin.com/company/pyramid-hill-sculpture-park-&-museum-park/>

We Offer:

- Salary up to \$50,000, commensurate with experience
- Comprehensive benefits: health/dental/vision (70% employer-paid), and retirement match
- 15 paid vacation days, and sick leave, pet-related leave
- 12 annual paid holidays
- Employer-paid short-term disability insurance
- Flexible hybrid schedule with regular on-site responsibilities.
- Opportunity to work in a stunning natural setting and contribute to a nationally recognized arts organization.

If you are ready for a new challenge apply online at <https://grnh.se/zgfydn3j3us> or email job@strategichrinc.com.

Employer is EOE/AA/M/F/D/V.