

AMERICAN ACADEMY IN ROME

Executive Coordinator

Location: New York, New York

Reports to: Chief of Staff

Founded in 1894, the American Academy in Rome is a leading American overseas center for independent study and advanced research in the arts and humanities. Each year, the Academy awards the Rome Prize to approximately 30 artists and scholars who join a dynamic, transdisciplinary residential community on the Academy's eleven-acre campus on the Janiculum Hill—enriched further by invited Residents and Visiting Artists and Scholars, reaching a community of approximately 100 at any given time. Fellows and Residents have gone on to earn 79 Pulitzer Prizes, 63 MacArthur Fellowships, 5 Nobel Prizes, and 5 Pritzker Prizes, among many other distinctions.

The Opportunity

The Executive Coordinator provides operational and administrative support to the President and CEO of the American Academy in Rome and manages the day-to-day functioning of the Academy's New York office, ensuring that the President's time is well organized, that the New York office runs without friction, and that the Academy's administrative infrastructure and records are reliable.

Reporting to the Chief of Staff and working in close daily coordination with the President and CEO, the Executive Coordinator manages the President's calendar and travel, anticipates his briefing needs in collaboration with other departments, and serves as an operational point of contact between the Academy's New York and Rome offices. The position also carries responsibility for the New York office itself, including vendors, facilities, supplies, onboarding logistics, and support for Academy programs and convenings held in the United States.

The Executive Office comprises the Chief of Staff, the Deputy Chief of Staff, and the Executive Coordinator. The role offers significant exposure to the full scope of institutional leadership and, with demonstrated capability, the opportunity to take on broader institutional priorities over time.

Success in this role will be defined by a well-managed presidential calendar, seamless travel and meeting logistics, a New York office that functions without friction, accurate and accessible institutional records, and a President who arrives at his commitments prepared.

Key Responsibilities

Working closely with the Chief of Staff and the President and CEO, the position will lead:

Calendar, Travel, and Meeting Support

- Maintain the President's calendar, scheduling meetings, appointments, and engagements with appropriate prioritization.
- Arrange domestic and international travel for the President, including flights, accommodations, ground transportation, and detailed itineraries.
- Coordinate logistics for the President's travel to and presence in Rome, working closely with Rome-based colleagues.
- Serve as a point of operational contact between the New York and Rome offices on scheduling and administrative matters.
- Provide event and logistics support for in-person Board of Trustees convenings in New York, approximately three per year, in coordination with the Deputy Chief of Staff and Board Liaison.

Briefing, Correspondence, and Engagement Records

- Review the President's calendar on a regular look-ahead to identify which upcoming meetings and engagements require a briefing, confirming the purpose of a meeting where the calendar alone does not make it clear.
- Request briefing materials from the department best positioned to write them — Development for fundraising and donor meetings, the Deputy Chief of Staff for governance and institutional matters — and hold the deadline for their delivery.
- Manage correspondence flow into the Executive Office, drafting routine replies and routing substantive matters to the Chief of Staff or the Deputy Chief of Staff.
- Maintain a tracker of the President's external engagements and donor interactions in coordination with the Deputy Chief of Staff and the Development team, ensuring timely recording of touchpoints and follow-up actions.

New York Office Management

- Manage the day-to-day operations of the New York office, including supply inventory and ordering, mail, and general office upkeep.
- Manage relationships with New York office vendors, including IT support, security, building management, and other service providers; coordinate scheduling and resolve performance issues as they arise.
- Serve as the New York point of contact for facilities, workplace safety, and office logistics.
- Coordinate onboarding logistics for new New York-based staff, including workspace, equipment, and building access, in coordination with Finance & Administration.
- As needed, support event and meeting logistics for Academy programs and convenings held in New York, in coordination with Rome-based colleagues and relevant program staff.

Institutional Administration and Records

- Maintain organized institutional files and records, ensuring that documents are accessible, accurately named, and properly archived.
- Administer Executive Office subscriptions, memberships, licenses, and renewals.
- Process and track Executive Office invoices and expenses in coordination with the Finance team.
- Provide general administrative support to the President and the Chief of Staff, including expense reporting and reimbursement.
- Provide administrative support to institutional projects led by the Chief of Staff and the Deputy Chief of Staff as capacity allows.

Qualifications

Required

- Bachelor's degree required.
- Minimum of 3–6 years of experience in executive support, office coordination, or a related field.
- Exceptional organizational skills and meticulous attention to detail, with the ability to manage multiple priorities and deadlines simultaneously.
- Polished written and verbal communication skills.
- Professionalism and discretion in interactions with senior leaders, trustees, and high-profile stakeholders.
- Sound judgment and the ability to work with a high degree of autonomy in a fast-paced environment.
- Proficiency in Microsoft Office, Adobe Acrobat, and calendar management tools; familiarity with Zoom and other virtual meeting platforms.
- Flexibility to participate in calls in off-hours to accommodate colleagues in Rome, and to work some evenings and weekends as required by events.
- Genuine enthusiasm for the Academy's legacy and mission.

Preferred

- Experience supporting a chief executive, or experience in a nonprofit, cultural, or academic institution.

Candidate Profile

The ideal candidate will be a highly organized and resourceful professional who takes evident satisfaction in making things run. They will anticipate rather than react, holding enough context about the Academy's priorities to know which meeting needs a briefing

and which vendor problem needs escalating. They will bring discretion in handling sensitive information, warmth and professionalism in representing the Executive Office to trustees and external partners, and the appetite to grow into greater institutional responsibility over time.

Compensation & Location

This position is based in New York, New York, with periodic travel to the Academy's campus in Rome. The Academy operates on a hybrid schedule: Tuesday through Thursday are in-office days, with the option to work remotely on Monday and Friday. AAR offers a comprehensive benefits package.

Salary range: \$70,000–\$80,000, commensurate with experience.

To Apply

Candidates should submit a resume and a letter of interest to nycareers@aarome.org with "EXECUTIVE COORDINATOR" in the subject line. Applications will be reviewed on a rolling basis.

The American Academy in Rome is an Equal Opportunity Employer. AAR believes that a diverse community makes for a stronger institution, and actively encourages applications from candidates of all backgrounds, identities, and lived experiences. We are committed to a hiring process that is equitable, inclusive, and free from bias, and to building a leadership community that reflects the breadth of the artistic and scholarly traditions we support.