



POSITION TITLE:

Executive & Personal Assistant to the President
(Contract-to-Hire)

LOCATION:

Hybrid-Remote
(Ideally within 20 miles of Forest Lake, Minnesota)

POSITION TYPE:

Part-Time Contractor
(20-25 hours/week)

START DATE:

Immediate

FUTURE OPPORTUNITY:

This role has the potential to evolve into a full-time staff position with benefits.



ABOUT DALA PROJECTS:

Dala Projects is dedicated to supporting the museum industry with traveling exhibitions. Providing services to exhibition producers, operators, and museums, Dala Projects serves as a co-producer, tour manager, owner's representative, stakeholder advocate, and booking agent.

ABOUT THE PRESIDENT:

Carrie Reid started Dala Projects in 2022 and has been growing the business steadily since then. The time has come to grow a consistent team to support the growth and allow Carrie to focus on business development and exhibition sales. She is primarily a single mother of two young children. The ideal candidate will support Carrie in various capacities in order to accomplish her life and career goals.

ROLE SUMMARY

We are seeking a highly organized, discreet, and resourceful Executive & Personal Assistant to support the President of Dala Projects. This individual will be an essential partner in managing the President's day-to-day workflow and personal logistics, creating space for strategic visioning, project execution, and organizational leadership.

This role blends classic executive assistant duties (schedule management, database management, Dropbox organization, marketing activities, mailings) with elements of personal support (errands, travel coordination, home office logistics). It's ideal for someone who thrives in a behind-the-scenes role, balancing care and precision while working in a mission-aligned, flexible environment.

IDEAL CANDIDATE QUALIFICATIONS:

- Minimum 3+ years in an executive assistant, personal assistant, or chief-of-staff-type role, preferably in a creative, nonprofit, or mission-driven context.
- Demonstrated ability to handle confidential information with discretion and maintain and respect strict boundaries.
- Tech-savvy and experienced with Google Workspace, Zoom, and task management tools.
- Exceptional organizational skills with a keen eye for detail and follow-through.
- Clear, compassionate communicator—both written and verbal.
- Independent, proactive, and able to self-manage with minimal oversight.
- Please mention to me if you can find my site and what your favorite listed exhibit on it is.
- Values-aligned with Dala's mission and ethos of collaboration, equity, and care.

WORKING STYLE & CULTURE FIT

- Comfortable navigating ambiguity and a fluid work environment.
- Responsive during core working hours.
- Approaches all tasks—large or small—with a spirit of service and thoughtfulness.
- Interested in a long-term, evolving working relationship.

To Apply:

Please send a resume and a brief note (no more than one page) sharing why this role resonates with you to **hello@dalaprojects.com**. Applications will be reviewed on a rolling basis.