

MFA The Museum of Fine Arts, Houston

Position Available

Title:	Administration and Sales Coordinator, Events/Hospitality (ACH)
Reports To:	Assistant Director, Hospitality (ADH)
Pay Type:	Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Compensation Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Museum Properties, a non-smoking facilities

General:

The number one priority of all Hospitality Department personnel is the safety and protection of the art. Events and duties are assigned under the supervision of the Assistant Director, Hospitality. This includes internal and external events, housekeeping and restaurants in various locations (Main Campus, Bayou Bend, Rienzi, Glassell School). As an integral part of the Hospitality team, the Administration Coordinator may be called upon to participate as a key team member in all aspects of the department's activities.

Responsibilities:

The Administration Coordinator provides administrative assistance to the ADH, and acts as the first port-of-call for all external inquiries for the department. The ACH is responsible for the smooth running of administrative functions of the Hospitality department as described below.

General Office Duties:

- Act as first port of call for incoming inquiries to the Hospitality office, passing the call on for action as appropriate.
- Assist with all aspects of managing the administration of the Events, Housekeeping and MFACafe departments as required.
- Prepare purchase orders and process vendor invoices for all events.
- Process expenses and reports for ADH.
- Maintains the events calendar, updating weekly for the Events Departmental meeting.
- Organize and attend departmental meetings, and other meetings as requested by ADH.
- Manage the department's filing system, including yearly archiving, ensuring that all files are easily located.
- Prepare updated HPD/Valet Parking lists, requesting estimates from the vendors weekly.
- With the Beverage Manager, coordinate the Museum's Food Truck program.
- Assign emergency housekeeping requests to daytime custodial staff as required.
- Coordinate the Events Department quarterly meetings, preparing agenda and minutes with the ADH.
- Receive incoming inquiries for external events, and act as initial sales person, providing introductory information as required and insuring a response to inquiries within 24 hours.
- With the ADH, coordinate sales outreach for events in the Museum's properties.

The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at <http://mfah.org/about/careers/>.

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- Ensure there are sufficient marketing materials for the Events Department ordering more printed materials as required.

MFAH Internal Liaison

- The ACH will be required to liaise regularly with internal departments within the museum, including, but not limited to, the Development Office regarding events for external groups.

Skills, Knowledge and Abilities:

- Exceptional organizational skills, with a keen attention to detail, and the ability to work independently, with minimal supervision.
- Must be able to communicate with all levels of museum personnel, and external event clients and their guests.
- Strong clerical skills required, with a working knowledge of Microsoft Office products (Word, Outlook, Excel).
- Hours will sometimes be irregular.

Education and Experience:

- College degree preferred.
- Prior background in bookkeeping or working with accounting information systems preferred.

How to Apply:

Send resume to Human Resources, Job 18-057HOS, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.