

MFAH *The Museum of Fine Arts, Houston*

Position Available

Title:	Administrative Assistant, Rienzi
Reports To:	Director, Rienzi and Curator, Decorative Arts
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:	Rienzi, a non-smoking facility

Responsibilities:

The Administrative Assistant provides administrative support to the staff of Rienzi, a division of the MFAH comprising a house museum, garden and collection of European decorative arts and paintings. Responsibilities include, but are not limited to the following:

General Responsibilities:

- Serves as administrative support for Rienzi's Curatorial, Education and Garden staff
- Serves as purchase order captain for Rienzi. Includes creating purchase orders and tracking expenditures, designating appropriate account numbers and submitting them to the Accounting Department.
- Prepares for Rienzi Committee, Collection Subcommittee and Garden Subcommittee meetings including emailing reminders, agendas and minutes, assembling meeting packets, room set up, and ordering lunch, if necessary
- Takes notes and writes and distributes meeting minutes
- Assists in coordinating financials and logistics for projects related to Rienzi, as needed
- Functions as point-of-contact for Rienzi with other museum departments, MFAH trustees and committee members and the public
- Maintains membership and meeting lists for the Rienzi committees and assists Development in sending out annual re-enrollment packets for the committees
- Helps update the collections database for Rienzi objects
- Prepares correspondence, reports, and spreadsheets and maintains databases as necessary
- Screens telephone calls and mail when necessary
- Maintains and sends departmental files to archives as needed
- Orders and maintains office supplies
- Performs other duties as necessary

Skills, Knowledge and Abilities:

- Strong organizational, clerical and word processing skills (Microsoft Word, Excel, A/X, Powerpoint, Adobe and Access preferred)
- Basic accounting knowledge
- Strong spelling, grammar and writing skills, including ability to take and compose meeting minutes
- Ability to meet deadlines and provide fast turnaround when necessary

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- Pleasant, professional manner when interacting with colleagues and the public is mandatory
- Ability to work as part of a team

Education and Experience:

- A minimum of two years of college
- Minimum 2 years' experience as an administrative assistant preferred
- Previous museum experience desirable

How to Apply:

Send resume to Human Resources, 17-144RUE, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.