

Position Available

Title:	Studio and Gallery Programs Assistant
Reports To:	Studio and Gallery Programs Manager
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 Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Law building, a non-smoking facility

The MFAH's Department of Learning and Interpretation connects visitors and students with art in the Museum's permanent collections and special exhibitions. The area of Studio and Gallery Programs fosters creativity among intergenerational visitors, providing fun, social, and participatory learning opportunities through making and appreciating art. The Studio and Gallery Programs Assistant provides administrative support for this vital area of the department.

Responsibilities:

- Provides administrative support for studio and gallery programs, including preparation and implementation of programs, tracking program budgets, compiling program participant statistics, organizing online registration for programs, and working with various internal museum departments such as volunteer services, buildings and grounds, membership, and publications.
- Processes all relevant purchase orders, work orders and interoffice requests (Audio/Visual, Building and Grounds, Security, Visitor Services).
- Maintains mailing lists and assists in creating and coordinating the production of publicity materials such as program flyers, e-blasts, as well as in-gallery resources for families. Regularly checks and responds to designated studio and gallery programs email.
- Works closely with Studio and Gallery Programs team to coordinate trainings, meetings, work schedules, and timesheets for teaching artists, on-call educators, family guides, and docents.
- Facilitates communication with partnering community organizations, performers, and demonstrators.
- Inputs and updates all studio and gallery programs information on the MFAH website and the education calendar.
- Maintains attendance statistics for Studio and Gallery Programs area, and makes sure they are recorded daily.
- Packs supply bins for all studio and gallery programs. Maintains inventory and cares for art-making materials and tools.
- Assists Participatory Programs Senior Specialist and Intergenerational Learning Specialist with various programs.
- Provides administrative assistance for the Studio and Gallery Programs Manager and other duties as assigned.
- Assists participants during programs, as needed.

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MFA *The Museum of Fine Arts, Houston*

Skills, Knowledge and Abilities:

- Candidates should have excellent interpersonal skills
- Exceptional attention to detail and superb organizational skills required
- Must be able to handle many activities and projects simultaneously
- Proficiency with Microsoft Office software (Word, Excel, PowerPoint)
- Must be friendly, and have a helpful demeanor in dealing with the public
- Knowledge of art history, art-making, and museum education highly desirable
- Spanish language skills highly desirable
- Able to work occasional evening and weekends

Education and Experience:

- B.A. in arts, education, or humanities
- Previous office experience highly desirable
- 1-2 years experience in a museum setting

How to Apply:

Send resume to Human Resources, Job 19-098EDU, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7597 or email: jobs@mfah.org or apply at <http://mfah.org/about/careers>

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