

MFA *The Museum of Fine Arts, Houston*

Position Available

Title: Administrative Assistant, Office of the Director
Reports To: Executive Administrator and Liaison for External Relations, Office of the Director
Pay Type: Full-Time, Regular, Non-Exempt, 40 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 – 5:30pm
Work Location: Law Building, a non-smoking facility

Responsibilities:

- Provide general support and back-up for the Director's Office
- Manage the Director's schedule and coordinate information needed for meetings
- Monitor the flow of people into and out of the office and Director's daily appointments
- Greet and direct office visitors
- Receive, screen, route, and determine priorities of telephone calls and mail assuring that the Director is informed of critical matters that require immediate attention
- Type correspondence, archive department reports and documents, and complete various museum forms, including purchase orders, petty cash reimbursements, work orders, etc.
- Handle travel arrangements for the Director and visiting guests, coordinating materials and information needed for expense reports to Accounting department, for processing
- Track and prioritize items for Director's review and approval from various museum departments, especially remarks delivered by Director at museum events, ensuring that the Director's final draft of remarks is presented to him at the event
- Support Executive Administrator in general office duties and provide primary support to the Director in the absence of the Executive Administrator. Assist Executive Administrator when necessary with arrangements for trustee, committee, and large staff meetings.
- Manages Director's entertaining, issuing invitations, coordinating catering, rsvp's and subsequent acknowledgements, liaising closely with the Executive Administrator
- Provide coverage for Receptionist as part of staff and volunteer coverage pool
- Act as an on-campus resource for Director of the Dora Maar program as needed
- Liaise with staff to maintain Trustees Conference Room calendar and act as primary maintainer of EMS calendar for the office
- Order and stock supplies for the department
- Perform other duties as assigned

Skills, Knowledge and Abilities:

- Strong administrative skills, with the ability to prioritize in a fast-paced working environment
- Excellent attention to detail is paramount
- Strong spelling, proofreading, grammar and writing skills are essential
- Good computer skills (Microsoft Word, Excel and Power Point)

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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- Excellent communication and interpersonal skills for dealing with staff, visitors and trustees
- Pleasant and professional telephone manner
- Must be well-organized, able to meet deadlines, handle multiple responsibilities, and set priorities
- Must be a team player and able to work cooperatively
- Absolute discretion, tact, good judgment, and helpful attitude required

Education and Experience:

- College degree preferred
- Minimum of three years experience in administrative function

How to Apply:

Send resume to Human Resources, Job 18-077DIR, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7508 or email: jobs@mfah.org.