**Please see special instructions on how to apply below.**

**Position Available**

Title: Lectures and Concerts Assistant  
Reports To: Senior Manager, Lectures & Concerts  
Pay Type: Full-Time, Regular, Non-Exempt, 35 hrs/week  
Salary: Commensurate with Experience and Education  
Benefits: Group Medical, Dental, and Vision 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 Department of Learning and Interpretation engages intergenerational audiences and students with the Museum’s collections and exhibitions of world art. The Lectures and Concerts area harnesses the expertise of dynamic presenters to provide critical contextual and creative interpretations of the MFAH’s collections and exhibitions. The Lectures and Concerts Assistant assists the Senior Manager with the organization of these core Museum programs, and this position also provides administrative support for the new department area of Public Programs.

**Responsibilities:**

- Provides administrative support for lectures and concerts, including serving as primary liaison with the A/V, Special Events, Security, Buildings and Grounds, Marketing, Accounting, Registrar, and Administration departments for all lectures and concerts, travel arrangements for all out-of-town speakers, and updating all lectures and concerts information on the MFAH website and the education calendar.
- Coordinates promotional efforts for public programs, including working with Marketing and Communications on targeted mailings, e-announcements, website updates, updating mailing lists, and interfacing with the museum’s social media networks.
- Produces lectures and concerts listings for Membership’s Daily Handout.
- Maintains all Lecture and Concerts attendance statistics, and makes sure that they are recorded daily.
- Creates power point pre-show promotional presentations for all auditorium-based programs.
- Maintains Lectures and Concerts budget reports in Excel.
- General administrative tasks for Lectures and Concerts area, including purchase orders through Museum’s A/X system, and external supply orders.
- Answers queries to designated department area emails.
- Provides additional administrative support for new department area of Public Programs.

**Skills, Knowledge and Abilities:**

- Excellent writing and verbal communications skills
- Excellent organizational skills and interpersonal skills
- Able to handle many activities and projects simultaneously

*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/](http://mfah.org/about/careers/).*
MFA H  The Museum of Fine Arts, Houston

- Must be able to work some evenings and weekends, as needed.

**Education and Experience:**

- B.A. required
- 2 years experience in an administrative capacity
- Experience working in a museum or non-profit preferred
- Experience working with budgets highly desired
- High competency with full MS Office software package

**How to Apply:** Please click [here](http://mfah.org/about/careers/) to register and apply. Resumes submitted to Jobs@mfah.org for this opportunity will **not** be considered.