

Briscoe Western Art Museum

San Antonio, Texas

Position Description

Administrative Assistant

Reports To:	President and CEO and Director of HR and Administration
Fair Labor Standard Act Status:	Non-exempt/Full-Time position
Department:	Administration
Salary range:	\$17.50 - \$19.00 per hour (commensurate with experience)

POSITION SUMMARY

The Administrative Assistant is responsible for assisting and supporting the President and CEO and Director of HR and Administration. The Briscoe Western Art Museum encompasses an approximately one and one-quarter acre campus with nearly 60,000 square-feet of building space, including the renovated historic 1930 library building and the newly constructed Jack Guenther Pavilion, along with the McNutt Sculpture Garden and premiere River Walk frontage.

ESSENTIAL FUNCTIONS

- Manage sensitive matters with a high level of confidentiality and discretion.
- Sustain a daily calendar of meetings and events.
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization.
- Arrange travel and hotel accommodation as needed, and prepare monthly expense reports.
- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Excellent communication and time management skills; proven ability to meet deadlines.
- Ability to function well in a high-paced environment.
- Answer incoming calls in a professional manner and forward calls to appropriate departments.
- Responsible for receiving and distributing incoming mail for all departments.
- Respond to inquiries in a timely manner via telephone or email.
- Assemble and organize board packets for board and committee meetings.
- Order office supplies, breakroom supplies and name badges for all departments.
- Maintain office equipment i.e. copiers and postage meters.
- Manager and coordinate computer and phone systems with I/T vendor.
- Maintain central files and staff phone directories.
- Work as a dynamic team member to foster interdepartmental work and relationships.
- Serve as an ambassador for the Museum in communicating and furthering the mission and goals of the Museum.
- Assist with annual *Night of Artists* Art Sale and Gala, attend Special Events, to include after-hours evenings.
- Work weekends and overtime on a needed basis.
- Perform other duties as required.

QUALIFICATIONS

- Bachelor's degree (preferred).
- 5 years' related experience working with executive management.
- Exceptional organization, customer service skills and personal communication skills.
- Customer service experience.
- Excellent writing and verbal communication skills.
- Must be available for extended hours on a project-by-project basis.
- Must be able to work independently with minimal supervision.
- Ability to move from task to task, prioritize and multi-task from day to day is essential.
- Proficient in computer use including basic office software such as MS Word, Excel and PowerPoint.
- Valid driver's license or Texas identification.

WORKING CONDITIONS

This position involves long periods of standing, walking, or sitting; frequent stooping and bending. Must be able to lift 20 pounds and pushcart with 50 pounds, with the assistance of a cart on a regular basis.

Interested parties can send a cover letter and resume to email:

info@briscoemuseum.org

Subject: Administrative Assistant