MFAH The Museum of Fine Arts, Houston

Position Available

Title:	Administrative Assistant, Curatorial and Administration, Bayou Bend
Reports To:	Curator, Bayou Bend Collection and Director, Bayou Bend Collection and Gardens
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:	Bayou Bend, a non-smoking facility

Responsibilities:

Curatorial department responsibilities:

- Provides general administrative support for curatorial department staff
- Provides administrative support for Bayou Bend Collection Subcommittee meetings
- Handles payment/gift process for acquisitions
- Prepares curatorial department submittals, including reports for the MFAH Collections Committee
- Maintains files for accessions and curatorial records
- Coordinates all aspects of curator's travel
- Coordinates curatorial calendar
- Assists with interdepartmental requests for accessions and other collections management tasks
- Provides administrative support for special projects
- Assists the curator and curatorial/programs liaison as requested

Administration department responsibilities:

- Screens and directs telephone calls and handles routine inquiries
- Updates and maintains the Director's files and coordinates archiving of files
- Finalizes selected correspondence for Director and Executive Assistant
- Assists with general public requests
- Processes petty cash requests and maintains records
- Attends Bayou Bend Committee meetings; records and transcribes the minutes
- Participates in occasional evening and weekend staffing of special events for Bayou Bend
- Assists the Executive Assistant as requested
- Assists the Director or other staff on special projects and other duties as assigned

Skills, Knowledge and Abilities:

- Strong organizational skills and the ability to handle changing, multiple priorities
- Advanced computer and clerical skills

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- Strong spelling, grammar, and writing skills
- Pleasant and professional manner and strong, positive work ethic

Education and Experience:

- College degree preferred
- 2-3 years administrative experience preferred
- Experience working in a dynamic environment

How to Apply:

Send resume to Human Resources, Job 18-009BB, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.

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