

TUCSON MUSEUM OF ART AND HISTORIC BLOCK
JOB DESCRIPTION
EOE

POSITION: Administrative Assistant

WORK SCHEDULE: Monday through Friday. 40 hours per week. Hours may vary to include special events and activities in the evenings and on weekends related to this position.

STATUS: Regular Full-time Non-Exempt

REPORTS TO: Chief Executive Officer

Job Description and Distinguishing Characteristics

This position is responsible for all aspects of administrative support for the Alice Chaiten Baker Center for Art Education and provide executive administrative assistance to the Jon and Linda Ender Director and Chief Executive Officer. Work involves considerable contact with the public, museum patrons, staff, and Board of Trustees. This is skilled clerical and organizational position that includes data entry and retrieval; statistical research, analysis, and reporting; inter-and intra-office communications; office management duties; and other related work as required. The Administrative Assistant may also assist with museum events and educational programming as needed.

About the Tucson Museum of Art

At the Tucson Museum of Art, we actively seek to employ a diverse group of people who embody, promote, and uphold our organizational values and the Inclusion, Diversity, Equity and Access (IDEA) Plan. We welcome and encourage individuals of all backgrounds to apply. The IDEA Plan's principles of relevancy, community, respect and multivocality are at the heart of the museum's collection, exhibitions, programs, Board of Trustees, staff, and volunteer groups. Located in downtown Tucson, the Tucson Museum of Art and Historic Block connects art to life through meaningful and engaging experiences that inspire discovery, spark creativity, and promote cultural understanding. A core value of the museum's 2020–2023 Strategic Plan is to ensure a culture of inclusion, diversity, equity and access. As a responsive, community-centered museum, we strive to represent, activate, and advocate for all Southern Arizona communities.

Typical Examples of Work Performed:

- Provides initial reception of all guests to the Alice Chaiten Baker Center for Art Education, serves as central operator for administrative center, routing calls to correct division/department and receiving messages.
- Receives and disseminates incoming mail, deliveries, and processes outgoing mail, and logs incoming payments.
- Serves as controller of museum global calendar, managing scheduling of events, room reservations and use, meetings, and rentals.
- Provides administrative support to the CEO, including general filing, correspondence, and calendaring.
- Assist in coordinating special events related to the operation of the CEO's office, such as support organization meetings, board committee meetings, exhibition-related events, parties, dinners, and luncheons, both on-site and off-site.
- General office duties including the updating of organizational phone lists, inventory and ordering of office supplies.
- Maintains a professional business office to ensure that it is clean and organized.

- Oversees maintenance and efficient functioning of office equipment.
- Performs other related work as required.

Minimum Requirements/Knowledge/Skills

- Two years post-secondary education and at least two years progressively responsible experience in administration.
- Excellent communication skills, both verbal and written.
- Strong organizational and project management skills.
- Practice discretion in handling highly confidential material
- Organized and efficient in managing his or her own time and the time of the CEO.
- Considerable knowledge of office practices/procedures and efficient clerical processing methods.
- Skill in the use of personal computers for entry and retrieval of records and data, graphics, and web technologies.
- Skill in the operation of office equipment.
- Ability to control and process multiple forms of information received from a variety of sources and disseminate it to an equally wide variety of users (including but not limited to meeting minutes and organizational statistics).
- Ability to establish and maintain effective working relationships with fellow employees, support groups, TMA's Board of Trustees, and the general public.

Starting Salary Range: \$13.00 – \$15.00 per hour

Application Materials:

Cover letter outlining your interest in the position and commitment to TMA's IDEA principles.

Resume or curriculum vitae.

Contact details for two professional references.

How to Apply:

To apply send application materials to jobs@tucsonmuseumofart.org with the subject line "Administrative Assistant".