

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Administrative Assistant

Reports To:	President & CEO and Head of Operations
Fair Labor Standard Act Status:	Non-exempt/Full-Time
Department:	Administration

POSITION SUMMARY

The Administrative Assistant is responsible for assisting and supporting the Administration Department. 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

- 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.
- Provide administrative support to Administration Department, Finance and other departments as needed.
- Perform word processing, spreadsheets and other computer functions as needed.
- Order office 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.
- Assist with annual *Night of Artists* Art Sale and Gala.
- Attend Special Events, to include after-hours evenings.
- Maintain confidentiality of all issues.
- Work weekends and overtime on a needed basis.
- Perform other duties as required.

OTHER FUNCTIONS

- Ensure that the highest quality of standards maintained in all aspects of the customer service process.
- 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.

QUALIFICATIONS

- Bachelor's degree in related hospitality field (preferred).
- 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 push cart with 50 pounds, with the assistance of a cart on a regular basis.

Interested parties can send a cover letter and resume using any one of these methods:

Facsimile/FAX

Subject: **Administrative Assistant**

Fax number: (210) 299-4118

or

Email

Subject: **Administrative Assistant**

info@briscoemuseum.org