

**Administrative Assistant**

Department:	Administration	FLSA Status:	Non-Exempt
Reports To:	Executive Director	Effective Date:	May 2019

*The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.*

**Job Summary**

Primary duties are to provide administrative support to the Executive Director; secondary duties are to provide general administrative support as directed for a positive overall organizational impact. Works collaboratively with BAM staff to fulfill the mission of the Boise Art Museum.

**Essential Duties and Responsibilities****EXECUTIVE DIRECTOR ADMINISTRATIVE SUPPORT**

- Assist Executive Director in management of daily activities including correspondence, reports, meeting and calendar maintenance for Executive Director, including board meetings and board committee meetings as well as all-staff meetings.
- Coordinate and arrange meetings, draft letters, prepare agendas, reserve and prepare meeting room.
- Assist with management of Board of Trustees including ordering name tags, tracking RSVPs, preparing materials, drafting and sending agendas, recording and transcribing minutes of meetings.
- Interface with Trustees by providing information and scheduling meetings with the Executive Director.
- Prepare training binders for Board of Trustees.
- Organize and maintain administrative department file system and file correspondence and other records, including document retention/destruction compliance.
- Conduct research as requested.
- Keep current/archive rosters/contact information for Board of Trustees, staff, and others.
- Make travel arrangements for Executive Director.
- Organize holiday card list and staff signing.
- Compile reports as requested by the Executive Director, i.e. zip code, admissions, etc.
- Provide some administrative support for signature fundraisers including Gala, Art in the Park, and Off the Wall.

**ADMINISTRATIVE**

- Answer general telephone inquiries about Museum activities, provide callers with accurate information, and route calls to BAM staff members when appropriate. Update telephone directories, recorded and paper. Make phone calls as requested and required.
- Answer general email inquiries and route to BAM staff members when appropriate.
- Welcome on-site visitors. Monitor visitor access and issue passes when required.
- Take reservations, process tickets, class, events and other reservations and payments, and maintain records.
- Use BAM database to produce reports as requested, provide list management for events and mailings as needed for Museum business.
- Receive, sort and route mail and maintain check log in accordance with Museum policies.
- Prepare bulk mailings for in-house mailing projects and coordinate outsourcing of bulk mailings for Museum.

- Responsible for shared drive and records management.
- Maintain calendars and post calendar information.
- Assist with financial records filing, invoicing, payment activity.
- Order new employee name tags, and maintain parking pass distribution.
- Maintain Museum supplies, business cards, and in-house forms.
- Maintain up-to-date employee driver's license copies as required for insurance.
- Maintain annual employee and trustee signature documents.
- Take volunteer inquiries, route to correct staff member, record and track volunteer participation and hours.
- Maintain office machines reports and maintenance, and train staff as needed. Serve as point of contact for staff training for copy machine, postage meter and technology requests.
- Provide assistance with data entry projects as requested, such as compiling evaluation and/or survey responses.
- Keep museum office, copy room, supply closet, and kitchen areas in order.
- Perform other clerical duties as needed, such as filing, photocopying, laminating, collating and drafting memos, correspondence, reports and other documents when necessary.

#### **Additional Responsibilities**

- May assist with Museum events including internal Museum events and fundraisers including Art in the Park, Gala and Fashion Show as requested.
- May take reservations for school programs.
- Other duties as assigned.

#### **Supervisory/Managerial Responsibilities**

Not applicable.

#### **Minimum Qualifications**

Proficiency with desktop computer, presentation software, database software (Microsoft Office suite including Word, Outlook, Excel, Publisher). Excellent organization, customer service, administrative skills and time management are required. Strong analytical thinking, problem solving, and communication skills (written and spoken). Ability to maintain meticulous attention to detail to ensure accuracy in all responsibilities. Ability to take direction as well as independent initiative and work well with a variety of people including employees, volunteers, vendors, and clients. Must maintain confidentiality at all times.

#### **Education Requirements**

Bachelor's degree or equivalent and three years related experience or equivalent combination of education and experience.

#### **Language Requirements**

Proficiency in reading, writing and comprehension of the English language.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The

employee is frequently required to stand and walk. The employee occasionally required to stoop, kneel, crouch or crawl, taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Day-to-day work environment is in an office or museum setting. Employee is not exposed to hazardous materials or conditions requiring personal protective devices, nor do undue fluctuations in temperature/humidity occur in the routine course of the employee's duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Employee must be able to manage multiple responsibilities within deadlines.