

Administrative Assistant

Department: Administration
 Reports To: Marketing and Design Manager

FLSA Status: Non-Exempt
 Effective Date: November 2024

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 implement and provide administrative support to the Marketing and Design Manager as well as designated senior-level managers, as identified by the Executive Director, 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**

- Assists Executive Director in management of daily activities including correspondence, reports, meetings, and calendar maintenance including Board meetings and Board Committee meetings as well as all-staff meetings.
- Coordinates and arranges meetings, drafts correspondence, prepares agendas, reserves and prepares meeting rooms.
- Assists the Executive Director with management of Board of Trustees including ordering name tags, tracking RSVPs, preparing materials, drafting and sending agendas, recording, transcribing, and archiving minutes of meetings.
- Interfaces with Trustees by providing information and scheduling meetings with the Executive Director.
- Prepares and updates training binders for Board of Trustees.
- Organizes and maintains administrative filing systems and files correspondence and other records, including document retention/destruction compliance.
- Conducts research as requested.
- Maintains and updates current/archive rosters/contact information for Board of Trustees, staff, and others.
- Makes travel arrangements and other executive-level arrangements for the Executive Director.
- Compiles reports as requested by the Executive Director, i.e. zip code, admissions, etc.
- Provides administrative support for signature fundraisers including Art in the Park as assigned by the Executive Director.

ADMINISTRATIVE

- Answers general telephone inquiries about Museum activities, provides callers with accurate information, and routes calls to BAM staff members when appropriate. Updates telephone directories -- recorded and paper. Makes phone calls as requested and required.
- Answers general email inquiries and routes to BAM staff members when appropriate.
- Welcomes on-site visitors. Monitors and records visitor access and issues passes when required.
- Takes reservations for Museum events such as lectures and special events, processes tickets and payments, and maintains records.

- Uses BAM database to produce reports as requested, provides list management for events and mailings as needed for Museum business.
- Receives, sorts and routes mail and maintains check log in accordance with Museum policies.
- Prepares bulk mailings for in-house mailing projects and coordinates outsourcing of bulk mailings for Museum.
- Maintains and updates shared drive and records management as assigned by the Executive Director.
- Communicates BAM calendar information to staff by posting and providing reminders according to Museum protocols.
- Assists with financial records filing, and mailing invoices and checks for payments.
- Completes assigned onboarding and termination tasks for new and terminating employees.
- Orders and creates employee name tags and maintains parking pass distribution for all staff.
- Maintains Museum supplies, business cards, and in-house forms.
- Maintains up-to-date employee driver's license and insurance copies as required by Museum policies.
- Ensures completion of and maintains annual employee and Trustee signature documents.
- Takes volunteer inquiries, routes to the correct staff member, records and tracks volunteer participation and hours.
- Maintains office machines reports and maintenance. Serves as point of contact for staff training for copy machine and postage meter. Contacts vendor for technical support.
- Provides assistance with data entry projects as requested, such as compiling evaluations and/or survey responses.
- Keeps Museum office, copy room, supply closet, and kitchen areas clean and in order.
- Performs other clerical duties as needed, such as filing, photocopying, laminating, and drafting memos, correspondence, reports, and other documents when necessary.

MEMBERSHIP

- May assist Development Associates and Executive Director with membership-related activities including events, annual campaigns, membership mailings, contacts, and surveys.

MARKETING/COMMUNICATIONS

- Drafts content for Museum materials, including visitor map inserts and social media.
- Regularly communicates with members, utilizing face-to-face, telephone, mail, email, and social networking vehicles.
- Collaborates with Marketing and Design Manager to develop the membership content of quarterly newsletters and e-newsletters for membership communications and membership recruitment.

Additional Responsibilities

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| <ul style="list-style-type: none">• Assists with Museum events including internal Museum events and fundraisers including Art in the Park.• Provides back-up for Marketing and Design Manager.• Other duties as assigned. |
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Supervisory/Managerial Responsibilities
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Carries out training and scheduling responsibilities with Museum staff and volunteers in accordance with the organization's policies, procedures, and applicable laws.
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Minimum Qualifications

Proficiency with desktop computer, presentation software, database software (Microsoft Office suite including Word, Outlook, Excel, Publisher), and social networking platforms. Excellent organization, customer service, administrative skills, and effective 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 across responsibilities is of highest priority. Ability to take direction as well as independent initiative and work in a courteous manner with a variety of people, including employees, volunteers, visitors, members, and donors. Must maintain appropriate confidentiality at all times.

Education Requirements

Bachelor's degree (B.A.) preferred or equivalent from college or technical school or four years related experience and/or training 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 of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to feel; reach with hands and arms; climb or balance, and talk and hear, taste and smell. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. 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. The noise level in the work environment is usually moderate. Employee must be able to manage multiple responsibilities within deadlines and with a high level of accuracy. This position does not require routine or regular engagement in interstate commerce.