

HUNTSVILLE MUSEUM OF ART

Position:	Executive Assistant
Department:	Administrative
Reports to:	Executive Director
Classification:	Non-Exempt: Part-Time. Monday – Friday, 8:30 a.m. – 2:30 p.m., Half hour unpaid lunch partial benefits: \$18.00 per hour

Position Overview:

The Huntsville Museum of Art (HMA) is looking for an Executive Assistant to report directly to the Executive Director. The Executive Assistant will provide executive support by scheduling appointments, maintaining the Museum Board and Association's official records, coordinating calendars and files, organizing meetings, and completing clerical and administrative business tasks.

The ideal candidate must possess an outgoing and professional personality, have outstanding communication skills (both written and oral) and be able to successfully interact with staff and Board of Trustees on a regular basis. This individual must always maintain a professional appearance.

Company Overview:

The Huntsville Museum of Art sits in Big Spring Park and works as a magnet for cultural activities. Founded in 1970 by city ordinance of the Museum Board of the City of Huntsville, the Museum serves Huntsville and Madison County's combined population of 420,000 residents. The mission statement of the Museum is to bring people and art together through acquiring, preserving, exhibiting, and interpreting the highest quality works of art. The mission statement is based on two beliefs: An understanding that the arts enrich lives; and that visual ideas are best perceived, understood and enjoyed through first-hand experience of original artistic achievement.

HMA is a non-smoking facility.

Learn more about HMA at www.hsvmuseum.org.

Responsibilities:

- Schedule and maintain Executive Director's calendar of meetings and travel schedule
- Assign and maintain files for Executive Director's office, including organization of all correspondence and records, Christmas gifts/cards for HMA patrons and friends
- Prepare agendas, meeting packets, and official minutes of meetings, as well as maintain official records for the Museum Board
- Serve as the Museum authority on Museum Board and Association Bylaws, City ordinances, articles of incorporation, Board Member terms of office, Code of Ethics, etc.
- Be the liaison between the Museum and the City of Huntsville, providing signed Museum Board minutes on a bi-monthly basis and maintaining a current listing of contact persons for the City of Huntsville
- Serve as the primary contact person for the Museum Board of Trustees
- Route incoming calls to appropriate parties
- Order office supplies for staff as needed
- Prepare purchase orders for all expenses from Executive Director's office
- Manage and distribute incoming mail, meter outgoing mail, deliver packages to the post office and meet all mailing deadlines
- Manage FedEx and UPS accounts

HUNTSVILLE MUSEUM OF ART

- Be the liaison with HMA hotel accounts
- Refill postage meter, oversee postage in postage account, manage and reconcile bulk mail account
- Prepare Administrative department budget and assist in preparing Executive department budget
- Serve as Museum Guild and Pano e Vino liaison
- Assist with event reservations to include but not limited to *Voices of Our Times*, exhibition openings, and special dinners
- Coordinate birthday cards and birthday cakes for the HMA Staff
- Assist the Accounting office by managing check logs for both Board and Association

Other tasks as assigned

Requirements

- Minimum of four years' experience as an Executive Assistant
- Bachelor's degree from a four-year university preferred
- Must pass pre-employment drug testing and security background check
- Ability to exhibit good judgment, integrity, and self-discipline
- High level of maturity
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Strong organization skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Proven ability to handle confidential information with discretion

Email your cover letter and resume to careers@hsvmuseum.org

Please no phone calls.

Thank you.