



Part Time

Administrative Assistant

Job Summary

The Administrative Assistant facilitates the efficient operation of the Marketing and Communications Department by performing a variety of administrative tasks where needed and assigned. Reports to the Director of Marketing and Communications, working closely with M&C and Technology team members and external vendors.

Essential Duties & Responsibilities include the following, but not limited to:

Administrative

- Maintains departmental filing systems, including news clip repository.
- Maintains lists of IT inventory.
- Processes M&C and Technology department paperwork such as invoice payment and tracks expenses.
- Researches, recommends, and procures approved supplies for the Marketing and Technology departments.
- Schedules and coordinates meetings for the Director of Marketing Communications, assisting with notetaking as needed.
- Collects materials for and maintains the Marketing and Communications archives.
- Maintains and grows the press distribution list.
- Assists in the assembly and distribution of press materials.
- Enters events into internal and external calendar systems.
- Posts blogs on the Museum website.
- Arranges for distribution of promotional materials.
- Assists in coordinating photo and video shoots.
- Performs other related duties as assigned; and
- Requires regular in-person attendance.

Note:

This list is not intended to be all-inclusive. The VBMA reserves the right to assign additional functions and responsibilities, as necessary.

Qualifications:

- Associate's degree required, Bachelor's degree in related field preferred.
- Three to five years of experience in an administrative role.

Knowledge and Skill Requirements:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

Working Conditions and Physical Requirements:

The physical demands and work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 10 lbs. Work may require occasional weekend and/or evening work.

Benefits:

- Free Museum Membership

Pay:

\$16 per hour

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please send a cover letter and resume to Danielle Elliott at delliott@vbmuseum.org