



Located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg, (MFA) is a collecting museum serving more than 120,000 annual residents and visitors to the Tampa Bay region since its founding in 1965. The MFA is proud to present the only comprehensive art collection on Florida's west coast, spanning almost 5,000 years of civilization in thousands of objects extending from antiquity to present. Highlights include masterpieces from Monet, O'Keeffe, De Kooning, Rauschenberg, Whistler and others; a sculpture garden; a Steuben glass gallery; and one of THE most respected photography collections in the Southeastern United States. From fascinating temporary exhibitions to exciting programs and events in the heart of a vibrant arts community, the MFA is the iconic leader of the arts in the Tampa Bay region.

ADMINISTRATIVE ASSISTANT

OVERVIEW

The Administrative Assistant is responsible for welcoming visitors to the administrative offices, answering the telephone, performing general receptionist duties, and helping other members of the staff.

SPECIFIC DUTIES

- Greet and orient visitors to the administrative offices.
- Foster excellent relationships between the Museum and visitors by answering calls and e-mails about upcoming events and programs.
- Answer the phones, direct calls and provide information.
- Work with Group Tour Coordinator to schedule group tours and enter on the calendar, send confirmation slips to tour originator, docents and MFA Café (as necessary).
- Maintain reception calendar.
- Inventory and order supplies.
- Perform general clerical duties (i.e. envelope stuffing, computer data entry, stapling, labeling, mailing, etc.)
- Maintain professional confidentiality when working with donor, financial, and staff members.

- Assists with archiving Museum documents.
- Sell tickets for programs and admissions.
- Take R.S.V.P.'s for Museum events.
- Maintain a working knowledge of office equipment such as fax machines, copiers, and postage meter.
- Update and maintain postage machine and other shared office equipment.
- Work interdepartmentally to assist with projects as needed.
- Maintain regular work hours of 10:00 a.m. to 3:00 p.m. Monday through Thursday, 10:00 a.m. to 2:00 p.m. on Friday, with a thirty minute unpaid lunch break.
- Sort/distribute mail daily.
- Perform other duties as may be required.

PHYSICAL REQUIREMENTS

- Able to sit for extended periods of time on a daily basis.
- Able to lift up to 10 lbs.
- Able to carry files occasionally.
- Able to walk and/or stand up to two hours per day.
- Able to constantly operate a computer and other office productivity machinery.
- Able to frequently communicate with guests and coworkers about Museum tours, events and exhibits. Must be able to exchange accurate information in these situations.
- Able to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

EDUCATION AND EXPERIENCE

- High School Diploma, BA or BS preferred.
- 2-4 years of experience.

ADDITIONAL EXPERIENCE

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).
- Able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Able to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard practices.

To Apply:

Please submit your resume and a cover letter with salary requirements via email to: hr@mfastpete.org, or mail to the following address:

Human Resources

Museum of Fine Arts

255 Beach Drive N.E.

St. Petersburg, FL 33701-3498