



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 area since its founding in 1965. The MFA is proud to present the only comprehensive art collection on Florida's west coast, spanning 5,000 years of civilization in about 20,000 objects from antiquity to today. Highlights include masterpieces from Monet, Corot, Morisot, O'Keeffe, De Kooning, Rauschenberg, Whistler and others; a sculpture garden; a glass gallery featuring works by Tiffany, Steuben, and Chihuly; and one of the largest and most respected photography collections in the Southeastern United States.

In a growing city with multiple museums and a thriving cultural life, the MFA provides the broad context into which all the other local arts organizations fit. The MFA presents a wide variety of art experiences across the spectrum of time and culture – from blockbuster juggernauts such as *Star Wars: The Power of Costume* to provocative contemporary exhibitions by emerging artists and scholarly shows that illuminate the depth and beauty of the museum's growing collection. With 17,000 square feet in collections galleries and 7700 square feet for temporary exhibitions (including a more intimately scaled Works on Paper gallery) the MFA brings art to life as no other museum in the Tampa Bay area can. In addition to its robust exhibition program, the MFA engages its community through exciting public programs and events, and serves our students through youth programs and a partnership with the Pinellas County School System. About 6,000 public school students attend the MFA each year as part of their 6<sup>th</sup> grade social studies curriculum.

## **ADMINISTRATIVE ASSISTANT – PART TIME**

### **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.

## **ESSENTIAL DUTIES AND TASKS**

- 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
- Maintain reception calendar, Museum's master calendar and website calendar
- Inventory and order office 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 documents
- Assist with archiving Museum documents
- Take R.S.V.P.'s for museums 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 a.m. to 3:00 p.m. Monday through Thursday, 10 a.m. to 2 p.m. on Friday, with a thirty minute unpaid lunch break.
- Sort/distribute mail daily.
- Assist the CFO with bank deposits.
- 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**

- 2-4 years
- High School diploma, BA or BS preferred

## **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 accepted practices.

### **To Apply:**

**Please submit your resume and a cover letter with salary requirements via email to: [hr@mfastpete.org](mailto: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**