

**Children's Discovery Museum
Exhibits Administrative Assistant**

Status: Non-exempt; Regular part-time
Department: Exhibits
Supervisor: Director of Exhibits and Facilities

Summary Description

Reporting to the Director of Exhibits and Facilities, the Exhibits Administrative Assistant provides administrative support to the entire exhibits and facilities team. Responsible for tracking all budget information; ordering, inventorying and deploying exhibit materials and props; documenting exhibits and facilities procedures and systems; supporting and scheduling meetings; maintaining a materials library; and supporting communication within and across departments.

Primary Responsibilities

Position is focused on managing and designing systems and procedures to keep the exhibits department operating effectively and the Museum can continue to provide the public with high-quality, in-house-built exhibit experiences. Judgment in day to day problem solving and service will impact museum resources. Expectations and experience required described below.

- Keeps the exhibits and facilities team organized by
 - Implementing and sustaining a documentation system for exhibits and facilities procedures and systems
 - Creating and maintaining a library of procedural and system manuals, materialsamples, vendor information, and reference books
 - Organizing and maintaining electronic systems for tracking schedules and projects across all exhibits and facilities personnel and projects
 - Scheduling various exhibit and facilities-related meetings
 - Coordinating travel
 - Help prepare and organize traveling exhibit prep, set up, operation and take down
- Helps source exhibits props and supplies by
 - Ordering, organizing, and inventorying safe, affordable props, materials and supplies
 - Managing and track inventories for materials, supplies and props for traveling exhibitions
 - Organizing and ship consumables, materials and props to host museums
- Helps manage budgets by
 - Tracking budgets across various exhibits and facilities projects
 - Entering data about expenditures into budget worksheets by project codes
 - Organizing bills/receipts with correct codes, organize/verify credit card statements and receipts
 - Track and reconcile all exhibit and facility department expenditures
- Supports communication within and across departments by
 - Attend weekly department meetings to communicate/collect department knowledge regarding organizational events, exhibit issues/repairs/status's, and any facilities information
 - Participate in the Museum's communication systems: master calendar, conference calling, email groups, etc.
- Completes special projects as needed.

Education/Experience

Any combination of education and experience providing the required knowledge and skills is qualifying.

Minimum employment standards are:

- Bachelor's Degree;
- Previous work experience in handling a wide range of administrative support related tasks;
- Experience managing multiple budgets; tracking, reconciling, reporting
- High level proficiency with Outlook, Microsoft Word, and Excel, and Acrobat
- Ability to create and implement electronic filing and tracking systems;
- Skills in designing procedures for productivity and efficiency;
- Exceedingly well organized and detailed oriented;
- Expert level internet research and purchasing skills; and
- Strong ability to communicate well and work independently with little supervision.

This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by his/her supervisor.