

Position Title: Part-time Administrative Assistant
Organization: Joseph Priestley House Museum

The Joseph Priestley House Museum is seeking a Part-time Administrative Assistant to join our team. The Administrative Assistant will play a vital role in maintaining administrative efficiency and providing clerical support to ensure the smooth operation of the museum's daily activities.

Key Responsibilities:

- Administrative Support:
 - Manage incoming correspondence, including emails, phone calls, and mail.
 - Assist in scheduling appointments and managing calendars for staff and volunteers.
 - Maintain organized filing systems for documents, records, and historical artifacts.
- Visitor Services:
 - Greet visitors and provide them with information about the museum's exhibits, events, and facilities.
 - Assist with ticket sales, membership registrations, and gift shop purchases.
 - Respond to inquiries from visitors regarding tours, educational programs, and special events.
- Event Coordination:
 - Assist in planning and organizing special events, including lectures, workshops, and fundraisers.
 - Coordinate logistics such as room reservations, catering, and audiovisual equipment setup.
 - Provide on-site support during events to ensure they run smoothly.
- Financial Management:
 - Assist in processing payments, donations, and membership dues.
 - Maintain accurate records of financial transactions and prepare reports as needed.
 - Assist in budget monitoring and expense tracking.
- Documentation and Reporting:
 - Prepare and distribute meeting agendas, minutes, and other relevant documents.
 - Compile data and generate reports on visitor attendance, membership statistics, and other metrics.
 - Assist in maintaining the museum's website and social media accounts with updated information and announcements.

Qualifications:

- High school diploma or equivalent; additional education or training in office administration or related field preferred.
- Previous experience in clerical or administrative support roles, preferably in a museum or cultural institution.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong interpersonal and communication skills, both written and verbal.
- Proficiency in computer applications such as Microsoft Office suite (Word, Excel, Outlook) and database management.
- Knowledge of basic accounting principles and experience with financial record-keeping.
- Familiarity with museum operations, visitor services, and event coordination is a plus.
- Ability to work independently with minimal supervision and collaborate effectively in a team environment.

Work Schedule:

This is a part-time position, with flexible hours based on the museum's operational needs. Some evening and weekend availability may be required to accommodate events and special programs.

How to Apply:

Please submit a resume and cover letter outlining your qualifications and interest in the position to Murrie Zlotziver, Operations Manager, email jphopsmanager@gmail.com Deadline open until position is filled. We thank all applicants for their interest, but only those selected for an interview will be contacted.

Equal Opportunity Employer:

The Joseph Priestley House Museum is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We are committed to creating a diverse and inclusive work environment.