

WITTE

MUSEUM

POSITION ANNOUNCEMENT

ASSISTANT TO THE VICE PRESIDENT OF EXHIBITIONS AND PROGRAMS– F/T

POSITION SUMMARY

The Assistant to the Vice President of Exhibitions and Programs maintains the office of the Vice President of Exhibitions and Programs by organizing and supporting the management of exhibitions, public programs, special projects and other public programming activities, and coordinating the museum volunteer program. The Assistant to the Vice President of Exhibitions and Programs performs assignments supporting the office for the three initiatives of the museum; South Texas heritage, water and the environment, and science and performs other duties as required.

RESPONSIBILITIES:

- Manages and maintains the office of the Vice President of Exhibitions and Programs including calendars, schedules, meeting notices, meeting minutes, travel arrangements, and tracks budgets and projects
- Provides support for professional and community events and meetings involving public programs and initiatives
- Conducts research for projects and initiatives as assigned, including temporary, touring and seasonal exhibitions and programs
- Administrative support for the Exhibition Review Committee
- Responsible for the coordination and record keeping of the museum volunteer program
- Targets and develops leads, recruits, interviews and places volunteers with various museum departments
- Develops and implements hospitality and appreciation events for museum volunteers
- Provides support for correspondence and mailings for the museum
- Other duties as assigned

EDUCATION:

- Preferred: Four year college or university graduate with demonstrated writing skills
- Required: Completion of high school or equivalent and four years of progressively responsible administrative and/or office management experience

EXPERIENCE AND SKILLS:

- Excellent planning, organizational, and time management skills
- Excellent oral and written communication skills
- Proficient in Microsoft Office Suite: especially Word, Excel, Outlook and PowerPoint
- Experience with budgeting and reporting procedures
- Project management experience
- Ability to complete complex assignments in a timely manner
- Energetic self-starter who pays attention to detail
- Bilingual (English/Spanish) preferred, but not required

PHYSICAL REQUIREMENTS:

- Ability to lift 25 lbs.
- Ability to work evenings and weekends as needed
- Ability to complete errands on behalf of the museum

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Please submit resume to:

Witte Museum
ATTN: Human Resources
3801 Broadway
San Antonio, Texas 78209

Resumes may be faxed to:

Witte Museum
ATTN: Human Resources
210-357-1882