



ART & HISTORY MUSEUMS  
MAITLAND

## ***CAREER OPPORTUNITY*** **ADMINISTRATIVE COORDINATOR**

Art & History Museums – Maitland (A&H) seeks a dynamic Administrative Coordinator to provide key support to the leadership team.

### **INSTITUTION OVERVIEW**

The mission of Art & History Museums - Maitland (A&H) is to foster an appreciation for art and history through immersive experiences that celebrate Maitland's diverse cultural heritage and preserves the community's legacy embodied in Jules Andre Smith's Research Studio, our National Historic Landmark. Through a unique architectural environment and inspirational programming, A&H stimulates thought, sparks the imagination, enriches the spirit, and fosters appreciation in art, history and preservation. A&H provides an immersive cultural heritage experience throughout its two historic campuses serving children, adults, artists and historians. Activities include artist residencies, artists' studios, contemporary art exhibits, professional art instruction, interactive history exhibitions, hands-on history programs, lectures, films, special events, and more.

In partnership with the City of Maitland, A&H currently operates five museums: the Maitland Art Center, the Maitland History Museum, the Telephone Museum, the Waterhouse Residence Museum and the Carpentry Shop Museum. The Maitland Art Center, originally known as The Research Studio, is metro Orlando's only National Historic Landmark.

**Job Summary:** The Administrative Coordinator is a key staff member providing support to the leadership team and customer service to key stakeholders.

### **Duties:**

- Work with the senior leadership team to plan, implement, evaluate and manage administrative functions, including, but not limited to -
  - Process financial deposits, accounts receivables and payables,
  - Develop and provide periodic reports,
  - Process postal mail, e-mails and telephone calls,
  - Maintain office supplies, and
  - Complete general clerical tasks;
- Support the Board of Directors and leadership committees with scheduling, correspondences, and meeting materials;
- Coordinate the volunteer program, including, but not limited to –
  - Serve as the primary contact for potential volunteers,
  - Interview volunteer candidates,
  - Provide new volunteer orientation,
  - Monitor and report volunteer activities, and
  - Work with supervising staff to plan and implement a volunteer retention program;
- Collaborate with all staff for special needs of all budgeted projects and activities;

- Train, supervise and retain volunteers to assist with administrative activities;
- Maintain all physical files, digital files and databases related to administration activities and the volunteer program; and
- Complete additional duties as assigned by the Executive Director.

**Qualifications:**

- Knowledge of and experience with administrative methods and tools required;
- Knowledge of and experience working accounting methods (Quickbooks) and tools required;
- Superior written, verbal, and interpersonal communication skills;
- Outstanding analytical skills, problem solving skills, and presentation skills;
- Proven project-management skills with the ability to achieve results with nominal supervision;
- Excellent attention to detail (detail oriented and extremely organized);
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to successfully interact and collaborate with key stakeholders to achieve results;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic work environment;
- Demonstrated success in working with a culturally diverse community;
- Proficient computer skills, including e-mail, Internet, and Microsoft Office, such as Word, Excel and PowerPoint and Quickbooks accounting software;
- Physical ability to lift objects weighing up to forty pounds (40 lbs.) and to sit up to ninety percent (90%) of the work day;
- Must be available for a flexible schedule that includes some evenings and weekends;
- At least three (3) years related professional experience; and
- A minimum of a bachelor's degree required from an accredited college/university in a related field required.
- Must be available for a flexible schedule that includes some evenings and weekends;
- At least two (2) years related professional experience; and
- A bachelor's degree desired from an accredited college/university in a related field required.

**Application:**

Apply in confidence via email to [HumanResources@ArtAndHistory.org](mailto:HumanResources@ArtAndHistory.org). Please send cover letter, résumé (.pdf preferred), and names of three references with contact information. In cover letter, please address professional museum experience in relation to primary position duties. Review of applications will remain open until the position is filled. Please, no phone inquiries. Art & History Museums – Maitland is an equal opportunity employer.

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