



POSITION ANNOUNCEMENT

COMMUNICATIONS ADMINISTRATOR – FT

POSITION DESCRIPTION

The Communications Administrator organizes and coordinates a variety of administrative tasks for the Communications and Marketing Department; managing event calendars, organizing exhibition binders, completing purchase orders and work orders, assisting in the creation and management of the departmental budget, and liaises with other departments for museum communication needs. The Communications Administrator maintains the inventory and organization of the department office supplies. This position reports to the Director of Communications.

RESPONSIBILITIES

- Manages and maintains exhibition binders during run of the exhibition
- Works closely with the Reservations staff to ensure the Master Calendar reflects all marketing and media related events
- Manages and maintains a departmental master calendar for all set-up and graphic requests
- Assists the Director of Communications with organizing media kits
- Assists with media events by taking RSVPs, distributing media kits, and other duties as assigned
- Completes set-up requests for all department programs ensuring timely delivery to meet the required two week notice period
- Works with initiative leads to complete graphic requests for all program signage ensuring delivery to the Graphic team meet the required two week notice period
- Completes Check Requests as needed
- Completes Purchase Orders and Work Orders for the department
- Conducts all shopping trips for supplies when needed
- Maintains online Amazon and Apple accounts for the iPads and online shopping
- Works with the Director of Communications and other team members to reconcile the monthly AMEX card statement in a timely manner
- Maintains office supplies by checking inventory; anticipating needed supplies; placing orders for supplies, and verifying receipt of supplies
- Maintains the office equipment in good working order
- Perform other duties as assigned

EDUCATION

- Required: High School Diploma
- Preferred: Bachelor's Degree or some college credits with a concentration in communications marketing, business or 1 year of equivalent experience

EXPERIENCE AND SKILLS

- Must be an energetic, outgoing and enthusiastic individual with strong written and oral communication skills
- Excellent organizational skills, attention to detail and accuracy while demonstrating the ability to work independently and as a team member, and the ability to prioritize multiple time-sensitive tasks
- Effective time management to meet critical deadlines in a fast paced environment
- Administrative experience including maintaining office supply inventory
- Proficient in use of personal computing software, particularly Microsoft Office

PHYSICAL REQUIREMENTS

- Must be in good physical condition
- Ability to lift 35lbs
- Ability to stoop, bend, climb stairs, and be able to stand for extended periods of time
- Must be able to work flexible hours including after hours and weekends if necessary

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org