



Sun Valley Museum of Art

191 FIFTH STREET EAST, KETCHUM, IDAHO
P.O. BOX 656, SUN VALLEY, ID 83353
208-726-9491 • www.svmoa.org

Job Title: Administrative Assistant

Reports To: Operations Manager

Purpose: Functions as the greeter and first face interaction at The Museum's Ketchum location. This position oversees SVMoA's box office and serves as the primary ticket sales person both in the office and at events. Serves as the primary administrative support for the organization.

Key Accountabilities:

- Serves as the greeter, first face, and receptionist for SVMoA's Ketchum location
- Represents SVMoA with professional dress and sunny demeanor while providing excellent customer service and a positive visitor experience
- Sells tickets and shares responsibility of box office operations for ticketed SVMoA programs
- Assists with mailings, fundraising events, and taking meeting notes when appropriate
- Works with the Operations Manager to maintain facilities, including scheduling repairs
- Provides on-site support at all SVMoA events

Specific Tasks

The work of the administrative assistant includes, but is not limited to, the following:

Administrative Support

- Serve as primary Sun Valley Museum of Art (Ketchum location) receptionist
- Greet and facilitate visitor experience
- Inform patrons about programs and events
- Oversee will-call and ticket sales daily, and at SVMoA events
- Batch print tickets and monitor attendance to all SVMoA events
- Lead daily ticket sales and monitoring of all SVMoA events
- Answer general information telephone line and direct inquiries to proper SVMoA staff
- Sort and distribute mail
- Catalog and classify daily donations, pledges, or other income
- Scan receipts and bills in order to maintain current records for accounts payable
- Log daily cash, checks, and credit card receipts
- Track office supply orders and current inventory
- Provide administrative and clerical support for executive and artistic directors
- Provide general support for all staff

Program Support

- Serves as primary greeter and security for the gallery space – verbally welcomes museum patrons and assists them with their experience and is mindful of their whereabouts while visiting the museum
- Assist curatorial staff with daily opening and closing of the Ketchum museum
- Assist Development team with all weekly and annual mailings and appeals
- Assist with SVMoA special events, including donor dinners, concerts, gallery walks, etc

Assist in museum education programming as needed, including family programming, teen workshops, afterschool programming and summer art camp

Key Interfaces:

This position will interface with the following groups:

- Operations Manager
- Artistic Director
- Program Staff
- Development Staff
- Education Staff
- Finance Staff

Focus:

Administrative Support/Reception: 70%

Program Support: 30%

Hours and Compensation

This is a full-time (40 hours/week), non-exempt position with benefits. Salary will range from \$30,000-\$35,000 depending on qualifications. SVMoA benefits include medical and dental insurance, life insurance, paid vacation and sick leave, and an employee-sponsored retirement plan. Work requires the flexibility to frequently work evenings and/or weekends according to The Museum's calendar of programs and events. Regular office hours for SVMoA's Ketchum location are Tuesday-Saturday, 10am-5pm.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse
- Work requiring, on occasion, moderate physical effort including, but not limited to: walking and/or brisk walking, lifting 30-40 lbs, climbing/descending steps, climbing/descending ladders
- Work on site at occasional outdoor events

Education/Experience/Abilities Required:

- Desired proficiency as a Spanish speaker
- College degree desirable or equivalent education/business experience
- Administrative and/or office support experience with ability to deliver on multiple projects concurrently
- Excellent communication skills required, both verbal and written
- Ticket sales, cash handling and customer service experience required
- Ability to stay focused on multiple tasks and deadlines given frequent interruptions
- Ability to troubleshoot routine computer software and hardware issues
- Skilled with using conventional office technology including wireless devices, scanners, printers, and internet
- Ability to learn systems quickly and to adapt to changing technology
- Skilled with all Microsoft Office products including Outlook, Word, PowerPoint, and Excel
- Knowledge of Adobe Creative Suite, Wordpress, and Photoshop a plus
- Experience in the processing of daily money batches and cash drawer reconciliation
- Self-starter and problem solver
- Desire to work as a member of a team and ability to present ideas to a group
- Sunny disposition and eagerness to create a positive welcoming environment for SVMoA guests
- Ability to stay calm under pressure or adversity

- Reliable transportation
- Enjoyment in working with people and interacting in person and by phone
- A desire to work within all facets of a multidisciplinary educational arts organization and museum

Diversity, Equity, and Inclusion:

Sun Valley Museum of Art (SVMoA) is committed to fostering and supporting a diverse workplace and is proud to be an equal opportunity employer. SVMoA invites applications from all qualified individuals and welcomes applications from women, members of racialized groups and visible minorities, indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. SVMoA has a clear vision: to be a workplace where a diverse mix of talented people are committed to delivering our mission of providing arts experiences for all.

Sun Valley Museum of Art is an Equal Opportunity Employer.

To Apply

Send resume and letter of interest and resume to information@svmoa.org with subject, "Administrative Assistant." Applications will be taken until position is filled.