MUSEO DE ARTE DE PONCE

SEEKS AN

ADMINISTRATIVE ASSISTANT

ABOUT THE MUSEO DE ARTE DE PONCE
Through access to art-based experiences, the Museo de Arte de Ponce pursues to promote discovery, stimulate curiosity, and foster dialogue to enhance the life of its community. It was founded by Luis A. Ferré (1904-2003), a Puerto Rican philanthropist, industrialist and governor of Puerto Rico, who started buying works of art for the Museum by first establishing The Luis A. Ferré Foundation, in 1957.

The Museum opened its doors to the public on January 3, 1959, in a colonial house in Ponce, Puerto Rico. In 1965, the building that is home today to the Museum was designed by the renowned architect Edward Durell Stone. An Annex Building was added in 2010 to expand its facilities and services to the community. The collection of the Museum consists of approximately 4,500 works of art and is renowned for its great examples of Baroque, Pre-Raphaelite and Victorian paintings as well as Puerto Rican and Latin American art.

Accredited by the American Alliance of Museums since 1987, the Museo de Arte de Ponce has become an essential institution for the educational development and social transformation of our communities.

POSITION SUMMARY
The Administrative Assistant will be responsible of assisting the Head of Education Programs and Community Empowerment through the completion of general administrative tasks and secretarial work, while managing documents and files related to different projects, programs and proposals. Will aid in art workshops, in the Museum or outside the Museum, for diverse audiences in Ponce and other vicinities.

COMPENSATION AND BENEFITS
The Administrative Assistant is a full-time employment opportunity. The selected candidate will be expected to work 40 hours a week with an hourly rate of $12.25.

BENEFITS
Benefits offerings may differ based on employee status:

- Medical, dental, vision, prescription, and organ transplant insurance (fully paid by the Museum).
- Paid time off, including: 15 days of vacation, 12 sick days, birthday day off, funeral leave and 17 museum holidays.
- Short term disability insurance.
- Christmas bonus.
- 10% discount for staff in Museum Shop.
- Free parking space.
- Other benefits may apply.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

- Assists the Head of Education Programs and Community Empowerment in all related administrative and secretarial work. Provide support in all sort of administrative tasks, including general office work, letter or special document writing; digitize and send documents; copy work, sending faxes, internet research and any other special assignment that is required.

- Answer questions from the public by phone, email and in person.

- Aid the Head of Education Programs and Community Empowerment in managing documentation and evidences of proposals.

- Request quotes for the purchase of art materials, equipment and other proposal needs, observing the administrative/accounting procedures of the Museum.
• Register, document and gather all the evidence on attendance at activities, projects and proposals and other metrics of education and the community empowerment programs of the Museum.
• Inventory control of art workshops materials.
• Prepare, clean and organize materials before, during and after art workshops.
• Provide support through the entire process of art workshops, activities and other education programs, inside or outside the Museum in schools, different communities, in Ponce and other towns to diverse audiences: children, students (k-12) and teachers, youth, adults, senior citizens, people with functional diversity, homeless people, general public, etc.

**KNOWLEDGE, SKILLS AND ABILITIES**
• Ability to multitask, analytical and problem-solving skill. Highly organized with the ability to implement systems and follow up processes.
• Deep appreciation and respect for all individuals and diverse communities and enthusiasm for furthering the Museum’s mission.
• Extraordinary interpersonal skills and self-motivated.
• Ability to establish and maintain effective working relationships and to work well with others in a team situation.
• Ability to work with diverse and multicultural public.
• Excellent verbal and written communications skills, both in Spanish and English.
• Flexibility and availability to work in different shifts, weekends and holidays as needed.
• Ability to establish and maintain effective working relationships and to work well with others in a team situation.

**REQUIREMENTS**
Bachelor’s degree in business administration, art, humanities, education, interdisciplinary studies, tourism, or related field. One (1) year of experience in customer service, education, or related work, or any combination of training and experience which provides the required knowledge, skills and abilities.

**APPLICATION PROCEDURE**
Applications will be accepted only electronically until September 1, 2023. Please submit a cover letter, your resume, and an official college transcript. Documentation should be saved as a single document and sent to: careers@museoarteponce.org Only qualified candidates will be interviewed. Please reference Administrative Assistant position opening. EEO EMPLOYER