

HISTORICAL SOCIETY OF CENTRAL FLORIDA

Application Deadline: Posting Opens: 08/15/2019

Posting Closes: 09/20/2019 (posting subject to close without prior notification)

Salary: \$ 14.00 per hour/40 hours per week

Location: Orange County Regional History Center, 65 East Central Blvd, Orlando, FL 32801

Position is Non Exempt

If interested, email Resume to Lesleyanne.Drake@ocfl.net

Job Description: Collections Administrative Assistant

The Collections Administrative Assistant will play a key role in assisting the Collections Department with administrative tasks and interfacing with the public.

Reports To: Curator of Collections

This is an hourly non-exempt, full time position/40 hours weekly, with health benefits.

DUTIES AND RESPONSIBILITIES

- Provide exceptional customer service. This position will be a primary point of contact for members of the public with collections-related inquiries and requests. Whether it is in person, over the phone, or via email, this position needs to ensure that patrons have a positive, high-quality experience.
- Respond to requests in a polite, professional, and timely manner, directing inquiries to the appropriate Collections staff member or providing additional guidance and information as needed.
- Assist the Collections Department with various administrative tasks, including paperwork and recordkeeping.
- Train to fulfill image requests and basic reference requests, including using PastPerfect Museum Software, scanning items for researchers, and following museum standards and best practices when handling library materials and collection items.
- Process point-of-sale transactions and follow cash handling procedures for image and reproduction sales, including the use of specialized software, Altru.
- Work with other Collections staff, volunteers, and interns as well as support other units of the History Center for exhibitions and other activities.
- Maintain work space to ensure high standards of safety, cleanliness, and appearance.
- Attend staff meetings and trainings to stay current with information on exhibits, activities, programs, procedures, and policies.
- Demonstrates knowledge and good judgment in matters of corporate policy, procedures, communication, and confidentiality with a goal of mutual benefit
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- Minimum of Associates degree or equivalent combined education & work history
- Minimum of 6 months experience in customer service and/or administrative work
- Ability to achieve goals and results, prioritize work, solve problems independently and, work effectively under pressure when necessary
- Excellent communication and organizational skills
- Proficiency in Microsoft Office and interest in history preferred
- Valid driver's license and ability to provide own transportation

65 E. Central Blvd., Orlando, FL 32801 · (407) 836-8500 ·

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The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned in the course of activities as required to fulfill the directives of the museum and strategic plan. Work environment is primarily in the museum with some outdoor activity. Some moderate lifting.

*Final Candidates must pass a level 2 background check, must be able to live and work in the United States (eVerify – through Homeland Security) and also will be required to pass a drug test.