



ADMINISTRATION ASSISTANT - JOB DESCRIPTION

Visions Museum of Textile Art (Visions) is a 501(c)(3) non-profit organization, governed by a nine-member board of directors and a six-member staff. Visions is the premiere national venue for exhibiting contemporary art quilts and textiles. Located in the historic Liberty Station Arts District in San Diego, Visions hosts stunning exhibitions, in-person and virtual education workshops, and multiple special events. Our goal is to promote an appreciation and understanding of quilts, textiles, and fiber as fine art. Visions also benefits from a growing permanent collection of textile art. Visions is fortunate to have over 80 volunteers and 400-plus annual members.

JOB DESCRIPTION

The successful candidate will support the staff, store, and office. This is a new and pivotal position for Visions, and we are looking for an energetic, hard-working professional who celebrates wearing multiple hats. A key part of the job will involve workshop and event coordination, data entry, filing, written correspondence, and document preparation. Particular focus will be on attention to detail, efficiency, and time management. This is a time of growth and change for Visions and as such we are looking for someone with not only excellent customer service skills but someone who is flexible, adaptable, and patient. Visions provides excellent benefits and an opportunity to grow as the museum flourishes.

- Supervisor: Operations Director
- Full-time, non-exempt
- Salary range: Based on experience and skillset

General administration and office support

- Provide support for administration, marketing and programs.
- Monitor and order office and programmatic supplies, as needed.
- Oversee the event calendar and help organize committee meetings and deliverables.
- Assist in the preparation of reports, and help with correspondence, letters, and forms.
- Help organize Google Drive, Sharepoint, etc., in an organized and systemic manner.
- Answer the phone and check the general Info email daily.
- Help document museum processes and procedures and upload to cloud storage.
- Support Operations Director and assist with data entry, Donor Perfect, and Constant Contact.
- Help organize and attend meetings during the day and occasional evenings.
- Other duties as assigned.

Museum store

- Support operation of the museum store.
- Run reports and help with inventory.
- Support museum operations when the museum is open.
- Help with documenting store procedures.
- Other store related activities, as assigned.



Qualifications

- Ability to prioritize, manage multiple tasks and exercise sound judgment and common sense.
- Demonstrate respect for diverse and multiple viewpoints.
- Excellent interpersonal and customer service skills.
- Excellent communication skills, including verbal, written, and speaking.
- Values-based with a strong sense of integrity.
- Excellent attention to detail and accuracy.
- Ability to create and implement systems and processes.
- Proficiency in SharePoint, Excel, and Google Drive; and understands Constant Contact.
- Works well in a team in a fast-paced environment; has a positive, flexible, and helpful attitude.
- Understanding of Constant Contact, Google, Adobe Photoshop, and other illustrator platforms are a plus but not required.
- Prior experience with Square is a plus but not required.
- A minimum of three years working in a professional environment.
- Bachelor's degree required.

To apply, please go to Indeed.com and search for this position by organization name and location: Visions Museum of Textile Art, San Diego, CA or click on the link below:

<https://www.indeed.com/jobs?q=visions+museum+of+textile+art&l=San+Diego%2C+CA&from=searchOnHP&vjk=4b766a2a34fcdc54>