



OCEANSIDE MUSEUM OF ART

Administrative Assistant Oceanside Museum of Art, Oceanside, CA

Job Description

Oceanside Museum of Art (OMA) is looking for an enthusiastic and hardworking individual to join our team as an administrative assistant to provide general administrative support to the executive director and other departments as well as execute museum administrative needs including management of HR services and payroll.

This position reports to the executive director.

Qualifications and Job Requirements:

- Windows, experience working with CRM systems (Altru preferred) and MS Office skills
- Creative thinker who is resourceful
- Excellent time management skills, ability to manage a variety of responsibilities at one time
- Office managerial skills with attention to detail
- Possess a friendly and approachable manner with the ability to interact with staff, board of trustees, donors, and members.
- Knowledge of HR procedures a plus

Administrative Management and Office Support Services:

- Coordinate and develop office procedures and systems
- Manage OMA Online Calendar
- Open mail, distribute to correct department; process and mail checks and payments
- Process and track incoming invoices and interface with finance department
- Coordinate office supplies
- Process and manage petty cash
- Oversee administration of OMA insurance policies including general museum, liability, fine arts, employee insurances, workers' compensation,

Coordinates Benefits and Human Resources

- Manage intake and exit of employees, maintain confidential records for payroll and benefits
- Manage all employee contribution plans
- Work the Senior Community Service Employment Program (SER)

Provide administrative support for key departments

- Assist the executive director with written correspondence, scheduling, phone calls, emails, and other administrative duties as assigned
- Assist with development department thank you letters, grants tracking, donor records, and other duties as assigned
- Assist with event logistics for all departments
- Schedule docent group tours and assist with planning youth and student tours
- Assist in coordinating travel programs
- Oversee that program, events, and education attendance are tracked
- Support facility rental program as needed (Altru support in tracking program contracts, income, and balances due)

Job Type: 32-40 hours per week, not to exceed 40 hours per week

Salary: Beginning at \$13 per hour

Required education: Minimum high school diploma or equivalent

Preferred: Knowledge and interest in the arts

Oceanside Museum of Art (OMA) is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

About OMA:

Since 1997 OMA has served as an anchor and catalyst for change in North County San Diego by serving as the premier art venue along the cultural corridor between Los Angeles, San Diego and Tijuana. OMA's exhibitions showcase artists' works, presenting innovative and dynamic exhibitions of significant local and regional art as well as exhibitions of national and international interest. The museum's galleries are redesigned for each exhibition, surprising visitors with a fresh, exciting visual transformation for every new installation.