



YELLOWSTONE ART MUSEUM POSITION DESCRIPTION

Office Manager

Reports to: Executive Director

Supervisory responsibilities: None

Status: Fulltime, non-exempt

The Yellowstone Art Museum in Billings, Montana spotlights contemporary artists from the region and across the globe. The museum provides critical arts education programs for K-12 students and adult learners throughout the state. The YAM also hosts a full calendar of public programs and special events celebrating the arts.

The YAM's Office Manager is integral to this important work and the role requires a balance of administrative and financial responsibilities.

Position summary

The Office Manager assists the Executive Director and the Director of Finance, as well as other senior leadership members with duties relating to Board of Trustees support and general office management.

Primary responsibilities

Administrative, office management and clerical

- Assist with administrative correspondence in a prompt, accurate, and professional manner.
- Organize, maintain, and order the museum's office supplies within the budgets allocated for each department.
- Maintain regularly used files, keeping them updated and organized, on the museum's shared drive. Follow the systems and file naming conventions established for the museum.
- Serve as receptionist for administrative offices.
- Assist with the museum's archives as directed.
- In conjunction with the Executive Director, senior leadership and Facilities Manager manage the overall office. To include keeping office equipment running, maintaining conference room schedule, manage clutter visible to visitors to the administrative offices and keeping the overall offices running smoothly.

Financial Support (16 hours per week)

- Assist the Finance Director by maintaining spreadsheets, entering data into QuickBooks, maintaining check log, accounts payable invoice filing, and /or other financial management tasks as requested.

Board of Trustees Support

- Organize and maintain corporate records.
- Take and prepare board meeting minutes and board committee meeting minutes, as requested.
- Maintain records on current and former trustees.
- Issue meeting reminders.

Secondary responsibilities

- Participate in departmental planning meetings, full staff meetings, specific project meetings, and trustee committee meetings, as requested.
- Assist with special events to ensure a hospitable environment and successful events. Represent the museum professionally to the public.
- Serve as back-up to the front desk and security staff.
- Assist other departments with administrative tasks as time permits.

Minimum skills and qualifications:

- BA or equivalent experience
- Excellent organizational, project management, and multi-tasking skills
- Friendly and outgoing, with an interest in working with a wide variety of people
- An interest in the arts
- Strong written and oral communication skills
- Excellent computer skills, including Microsoft Office suite
- A self-starter willing to pitch in
- Discretion and integrity
- A valid Montana driver's license

Hiring Salary Range: \$18-22 an hour, based on experience level

The Museum has an open-door policy intended to ensure that all employees are treated with dignity, equity, respect, and trust. All employees are expected to participate in open and honest communication whereby employees respect input they receive, they listen, clarify, and strive for consensus. Federal law and Museum policy require that there be no discrimination against any employee or applicant for employment because of the individual's race, color, creed, ethnicity, religion, sex, sexual orientation, transgender status, gender expression or identity, national origin, ancestry, age, height, weight, disability, political affiliation, military or veteran status, or any other basis now or in the future protected by federal, state, and local law, ordinance, or regulation with respect to hiring, promotion, firing, compensation, or other terms or privileges of employment.

In addition, the Yellowstone Art Museum does not discriminate on the basis of marital status, veteran or military status, or other condition outlined in the Americans with Disabilities Act. In addition to strict adherence to EEO laws, the Yellowstone Art Museum complies with the Fair Labor Standards Act, the Equal Pay Amendment, and all laws relating to sexual harassment. The Museum also complies with the Family Medical Leave Act.

TO APPLY:

The position will remain open until filled. Applications will be reviewed starting August 1, 2024. To apply, please submit a cover letter, resume, and references to adminassist@artmuseum.org. No phone calls, please.