



Historic Deerfield®  
*Opening Doorways To The Past.™*

## ADMINISTRATIVE ASSISTANT Job Description

### **JOB SUMMARY**

The Administrative Assistant position at Historic Deerfield provides administrative and office support to the Director of Academic Programs, the Senior Vice President, and department heads in the Flynt Center and Museum Education. **The role is a part-time, 20-hours per week, non-benefitted position** reporting to the Director of Academic Programs.

### **CORE DUTIES**

- Provide administrative and office support to the Director of Academic Programs, the Senior Vice President, and department heads in the Flynt Center and Museum Education.
- File, copy, scan, and word-process documents, data and information. Some writing and editing of materials may also be required.
- Monitor office supplies, order and restock items as needed. Maintain the optimal inventory level of required materials.
- Process invoices for payment.
- Reconcile credit card statements and receipts as requested.
- Oversee administrative and clerical aspects of the staff recruitment process for the staff and departments as noted above.
- Generate reports as requested.
- Monitor office equipment, schedule preventative maintenance, coordinate necessary repairs.
- Research and purchase new equipment when needed, train staff to operate new equipment as required.
- Oversee Flynt Center/Curatorial van reservations, schedule preventative maintenance checks, and price-shop for necessary repairs. Also, provide monthly usage report of van mileage to the Business Office.
- Coordinate and communicate building procedures in the Flynt Center.
- Plan, or assist others in planning, internal events, such as department lunches, receptions, and minor celebrations.
- Schedule and/or manage appointments and calendars for various communal spaces and equipment, such as meeting rooms and AV equipment.
- Set up meeting spaces with necessary AV equipment in the Flynt Center, when requested.
- Pick up and deliver Flynt Center staff's mail from and to the Admin Building.
- Make department purchases that may require trips to local retail establishments.
- Provide administrative support for the Summer Fellowship Program.
- Other administrative duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- A minimum of two (2) years' experience in an office environment, preferred.
- Associate's Degree or other relevant training.

- Proficiency with Microsoft Office Suite.
- Ability to work both independently and collaboratively.
- Ability to take direction and complete assignments.
- Ability to follow established museum procedures and protocols.
- Ability to handle sensitive information in a confidential manner.
- Propensity to be a self-starter.
- Commitment to the values of diversity, equity, accessibility and inclusion.

#### **PHYSICAL REQUIREMENTS\***

- Sitting and standing for prolonged periods of times, generally in an indoor environment. Some outdoor tasks may be requested.
- Ability to go up and down stairs with ease.
- Ability to lift and move up to 25 pounds.
- Ability to perform desk-based computer tasks, use a telephone, and grasp lightly/fine manipulation.
- Occasionally twist/bend/stoop/squat, reach/work above shoulders, grasp forcefully, write by hand, type for long periods of time, and sort/file paperwork.

\*Consistent with its obligations under the law, the Museum will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

#### **WORKING CONDITIONS**

- Work is performed primarily in an office in a high-security environment.
- Occasional travel on campus to departments/buildings or to local off-campus locations.

#### **About Historic Deerfield**

Historic Deerfield is a nationally renowned cultural history museum situated in an authentic 18th-century New England village in the Connecticut River Valley of Massachusetts. Its historic houses and world-famous collection of early American decorative arts open doors to new perspectives that inspire people to seek a deeper understanding of themselves, their communities, and the world.