

Education Assistant Tampa Museum of Art

About the Tampa Museum of Art

The Tampa Museum of Art opened its award-winning home in 2010 with a commitment to providing innovative public programs with a strong focus on modern and contemporary art. The Museum balances a growing collection with a dynamic annual schedule of special exhibitions. It is the region's largest museum devoted to art of our time and has built a reputation for embracing contemporary photography and new media. Since its founding in 1979, the Museum has been dedicated to providing quality education to students and adults, with more than half of its programs offered free of charge.

Role

Under direct supervision, manages administrative duties for the Education department as they relate to on and offsite programming.

Duties and Responsibilities

- Track Museum Studio Programs registration, attendance, and evaluations
- Administrative tasks related to the implementation of Museum Studio Programs, including, but not limited to:
 - Tracking and submission of check requests
 - Ordering of materials and supplies
 - Data tracking
 - Printing, copying, and filing
- Maintain Museum Studio Programs materials, supplies, equipment, and classrooms
- Track class and program needs to allocate materials, supplies, and equipment
- Process check requests for studio, education, and tour programs
- Track RSVPs and registrations for public programs
- Manage the calendars of the Community Engagement Manager and Education Curator
- Prepare materials for interdepartmental and committee meetings with other department and executive assistants
- Attend docent training in order to lead student and adult tours as needed
- Work with Education program leads to maintain program planning documents and represent Education department in Facilities meetings
- Other related duties as assigned

Minimum Qualifications

Associate's degree or higher in Art, Business, or other related field, plus two (2) years of administrative experience.

Valid Florida Class "E" Driver's License or equivalent issued by another state by date of application.

Knowledge, Skills, Experiences

- Strong written and verbal communication skills
- Proficient in full Microsoft Office Suite, especially Outlook and Excel



- Experience with registration software and applications (Siriusware, Wufoo, and Raiser's Edge preferred)

Other Job Characteristics

- Occasional lifting of supplies and equipment weighing up to 50 pounds
- Must be available to work extended hours, weekends, evenings, and holidays
- Must have reliable transportation to travel between sites

Contact:

Qualified applicants please send your resume and cover letter to education@tampamuseum.org. Indicate the job title 'Education Assistant' in the subject line.