

**The Menil Collection  
Employment Opportunity**

**Title:** *Administrative Assistant, Collection Management*

**Department:** Collection Management

**Reports to:** Director of Collection Management

**General Responsibilities**

Provide administrative duties in support of the Collection Management Department, which comprises Registration, Art Services, The Museum System (TMS) Database Administration, and Imaging Services.

**Specific Duties**

1. Code, submit, and track incoming invoices; prepare, mail, and track invoices for reimbursement. Track and prepare expense reports on a monthly basis.
2. Oversee, maintain, and track departmental, exhibition, and other related project budgets with the Director of Collection Management. Manage budget-tracking Excel workbook to report on remaining funds, as requested. Assist with compiling future fiscal-year budget proposals.
3. Assist with preparation of documents and materials for exhibition, loan, and special projects.
4. For visiting couriers, book all travel, accommodations, and car services; request per diem and compile detailed itineraries. Assist with transporting couriers to and from local hotels, as requested. For Menil couriers accompanying outgoing loans, book car services and compile detailed itineraries.
5. Assist with scanning documents and images for linking to TMS and provide basic TMS data-entry assistance, as requested.
6. Schedule meetings and update departmental calendar and meeting agendas on a regular basis.
7. File documents into physical files and prepare files for archiving purposes.
8. Track, order, and maintain office supplies.
9. Develop and maintain inventory system(s) for Collection Management supply vendors.
10. Special projects as assigned.

**Qualifications**

1. Bachelor's degree with a minimum of two years prior administrative experience in a non-profit institution or fine art museum is preferred.
2. Excellent written and verbal communication skills.
3. Keen attention to detail and superior organizational skills.
4. Must have a valid driver's license with the ability to provide local transportation as requested.
5. Strong computer skills are essential, particularly for Microsoft Office Suite (Excel, Word, and PowerPoint) and Microsoft Outlook. Additional experience with SharePoint, TMS (The Museum System) database, Adobe, and Photoshop is preferred.
6. Must possess high levels of tact and diplomacy and maintain high levels of confidentiality.
7. Ability to work independently, meet deadlines, and coordinate multiple projects simultaneously.

Salary and benefits competitive and commensurate with experience. Please send resume and cover letter with salary expectations to: Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: [smmaloch@menil.org](mailto:smmaloch@menil.org)