



**TULARE HISTORICAL MUSEUM
Executive Assistant/Arts & Cultural Liaison**

The non-profit Tulare Historical Museum (Tulare, CA) is in search of a part time Executive Assistant/Arts and Cultural Liaison to support the Museum's efforts to promote the diverse history and culture of the city of Tulare. Duties will include supporting the daily operations of the Museum, general clerical/administrative support, creating publicity for promotion of events and exhibits, coordinating and assist in curating establishing art gallery exhibitions, coordinate facility rentals, serving as a liaison for tour and schedule planning, assisting with fundraising activities, and assisting the Executive Director in tasks that support the long range goals and fiscal stability of the organization.

Previous experience in supporting an administrator is preferred. Applicant must possess excellent communicative skills and strong typing and computer skills, with preference for Word, Excel, Publisher, Power Point, and Adobe.

Employment is 20 hours a week, at an hourly rate of \$15.00-18.00 per hour, dependent on applicant's previous work experience. Applicants will have some evening and weekend hours, dependent on various Museum activities.

Applicants must send a resume with cover letter and three letters of reference to Tulare Historical Museum Attn: Human Resources 444 W. Tulare Ave. Tulare, CA 93274. Applications are accepted until May 22, 2019. 559-686-2074.



TULARE HISTORICAL MUSEUM
Executive Assistant/Arts & Cultural Liaison Job Responsibilities

- Assist with daily operations of the Museum.
- Responsible for opening and closing procedures for Museum.
- Take care of Gift Shop transactions.
- Track and aid in purchasing Gift Shop inventory.
- Reconcile cash drawer at end of day.
- Responsible for inventory and purchase of office supplies.
- Take care of mailings to Post Office.
- Pick up mail from P.O. Box.
- Track and process financial donations.
- Draft thank you letters for financial and artifact donations.
- Create and send out publicity for events.
- Assist with organization of master calendar and volunteer schedules.
- Liaison with city schools, rural schools, and other interested groups regarding tours.
- Maintain knowledge of and recruit artists for Heritage Art Gallery exhibitions.
- Serve as POC for exhibiting and interested artists, and the Arts Consortium.
- Manage artists' schedule for Heritage Art Gallery exhibitions.
- Assist in curating for Heritage Art Gallery exhibitions.
- Serve as POC for Heritage Art Gallery rentals.
- Open and close, as well as minor set up and take down, for Heritage Art Gallery rentals.
- Assist in planning, purchasing, providing supplies (via Museum credit card), and clean up after receptions and events.
- Purchase (via Museum credit card) food supplies for art receptions and other activities.
- Assist Executive Director-Curator with Museum planning.
- Assist Docent Coordinator with Docent schedules.
- Assist TCHS Board as needed with fundraising events.
- Be an advocate for the Museum throughout the public.
- Assist with minor cleaning of Museum displays and cases when needed.

Note:

The above job responsibilities are not intended to be all-inclusive. All employees are expected to perform other duties in order to meet the ongoing needs of the non-profit Tulare Historical Museum.