



FULL-TIME ENTRY-LEVEL ADMINISTRATIVE ASSISTANT

The Italian American Museum of Los Angeles (IAMLA) is seeking a full-time entry-level administrative assistant to work in a fast-paced museum and office environment. The ideal candidate should be familiar with museums and/or non-profit organizations and have excellent communication skills. Working some evenings and weekends will be required.

ABOUT THE ITALIAN AMERICAN MUSEUM OF LOS ANGELES (IAMLA)

The IAMLA is a twenty-first century interactive museum that documents the history and contributions of Italian Americans in Southern California and the nation, and showcases a seldom examined chapter of the Italian diaspora. The IAMLA features exhibitions and a variety of cultural educational programming and it is collaboratively operated with the City of Los Angeles. The museum is located in the Italian Hall, which was constructed in 1908 to serve as a community gathering place. Today, the Italian Hall is among the oldest remaining structures from Los Angeles' historic Little Italy and is listed on the National Register of Historic Places. The IAMLA is a 501(c)3 charitable organization.

JOB DESCRIPTION:

The Administrative Assistant is an entry-level position. Responsibilities include:

- Entering and updating basic accounting data;
- Reading and routing incoming mail and preparing outgoing correspondence and packages;
- Managing the flow of information into and out of the museum office and ensuring appropriate documentation is maintained at all times;
- Maintaining calendars and scheduling appointments, meetings, conferences, or travel in a timely manner;
- Processing requests and coordinating docent tours;
- Monitoring office supply levels and maintaining adequate inventory to ensure maximum productivity;
- Assisting and supporting special projects as assigned, including social media and newsletters;
- Assisting with research, exhibitions preparation, and general museum duties and interfacing with the public.

QUALIFICATIONS OF APPLICANT:

Applicant must be able to work legally in the United States; the IAMLA will not sponsor visa applicants. Applicant must have excellent command of the English language, both written and verbal. The position calls for a well-organized, highly reliable, motivated candidate who demonstrates initiative. Extreme attention to detail and acute organizational skills are a must. Must pass a background check, be over 21 years of age, and possess a valid driver's license.

To apply: send a resume and cover letter to info@italianhall.org

Deadline for Application: July 10, 2022, 5:00 P.M. PT