

## Position Description

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**Title: Executive & Operations Assistant**

Division: Executive Director's Office and Finance

Classification: Salaried Exempt Full-time

Reports To: Executive Director and Chief Financial and Operating Officer

Supervises: N/A

### High Desert Museum – Organization Description

Since opening in 1982, THE HIGH DESERT MUSEUM has brought together wildlife, culture, art and natural resources to promote an understanding of the natural and cultural heritage of North America's High Desert country. We do so through indoor and outdoor exhibits, wildlife in natural habitats, living history demonstrations and dynamic programs on a beautiful, 135-acre campus in the pine forest. The Museum is a nonprofit organization accredited by the American Alliance of Museums, was a 2018 National Medal for Museum and Library Sciences finalist and is a Smithsonian Affiliate. During the 2018-19 fiscal year, 195,000 visitors enjoyed the Museum.

The Museum is located in Bend, Oregon, a fast-growing, charismatic city nestled against the Cascade Range at the edge of the High Desert. We strive to be inclusive, culturally humble, relevant, curious and mindful. As a team, we work together to wildly excite and responsibly teach, creating connection to and dialogue about the High Desert.

### Job Summary – Executive & Operations Assistant

The Executive & Operations Assistant provides the highest level of clerical and administrative support to the Executive Director and serves as the Secretary to the Board of Trustees, supporting the efforts to advance the Museum's mission. Additionally, this position supports the operations of the Museum including Information Technology (IT) and Events. A primary responsibility of the Operations Assistant is working with the Museum's IT partner and CFOO handling low and mid-level IT problems and questions. As support for the Events department, the Operations Assistant will assist in the planning, setup, and management of the many internal and external events held regularly at the Museum. This position will require some occasional evening and weekend work.

The successful candidate will balance the long-term goals of the museum with the short-term needs of the departments. A positive demeanor, high level of professionalism and the ability to learn new skills quickly are essential traits. We look at each candidate in terms of combined skills; different combinations of skills can serve to qualify for the position.

### Required Qualifications

- Bachelor's degree preferred; significant relevant experience may be acceptable substitute
- Minimum of two years of experience providing administrative support for an Executive Director and working with governing Boards strongly preferred
- Strong listening & editing skills; able to communicate effectively with internal and external audiences
- Excellent writing and editing skills; attention to detail is critical
- Ability to represent and communicate on behalf of the Executive Director, to handle diverse personalities and situations with grace; and use judgment and discretion in working with confidential matters

- Highly skilled in office software; proficient in transcription and correspondence writing and editing
- Ability to work flexible hours and days
- Highly professional in performance and appearance, well-organized, highly responsive, self-motivated, detail-oriented, able to meet deadlines and work well under pressure and collaboratively within and across teams
- Must have a moderate understanding of computers and their operations and be comfortable with trouble-shooting minor computer issues
- Possess a moderate understanding of audio/video (AV) and its basic operations, or willingness to learn
- Previous non-profit experience preferred

### Responsibilities and Tasks

1. Provide clerical and administrative support for the Executive Director
2. Provide clerical and administrative support for the Board of Trustees, and manage Board and Committee schedules
3. Produce or facilitate production of official Museum business (including transcribing, editing and distributing meeting minutes and other Board and Executive office correspondence)
4. Provide support and, when appropriate, leadership for special events and donor relations activities
5. Respond in a timely manner to a wide assortment of computer related issues (Wi-Fi outages, locked photocopiers, network access issues, switching out monitors/keyboards, etc.)
6. Assist all employees with configuring workstations to best serve their individual needs (setting up new workstations, purchasing software, providing remote access, coordinating downloads, basic troubleshooting)
7. Work with outside IT and AV partners to request support on higher level IT and AV needs
8. Train staff on correct IT and AV protocols
9. Assist in creation and oversight of Museum’s IT and AV policy
10. Support Events Manager in various phases of internal and external events, including meeting with potential clients, planning details of events, after hours setup, etc.
11. Embrace, support and help implement the Museum’s continued learning and commitment to diversity, equity, accessibility and inclusion
12. Execute other duties as assigned as needed to help abide by the Museum’s values, drive our vision and fulfill our mission

The Museum provides an equal employment opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/transgender status, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

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Employee Signature

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Date

Please send resume and cover letter to the High Desert Museum  
jobs@highdesertmuseum.org  
<http://highdesertmuseum.org/job-opportunities>