The Antique Boat Museum collects, preserves, interprets and celebrates boats and related artifacts to advance public understanding of the importance of boating to the cultural history of North America and the St. Lawrence River in particular.

Title:	**Administrative Assistant**
Job Type:	**Hourly Non-Exempt**
	Full-time Year-Round/Based on 40 hrs. per week
	Hourly Range: **$19.50 - $21.50**
Reports to:	**Executive Director**

Description:

Reporting directly to the Executive Director, this full-time, year-round position will be a blend of multiple museum areas from visitor analytics to assisting with All Hands-on Deck Events. The main focus will be to assist the Executive Director with the needs of Board, Committee, and International Council support. Cross training in areas ranging from retail to guided tours and the visitor experience to facilitate general operations as needed, but main emphasis will be to assist the ED on a variety of administrative tasks.

Responsibilities:

With/For the Executive Director:

- Assist with the preparation of presentations for Board and Committee meetings and special gatherings
- Assist with general scheduling and appointments
- Facilitate information sharing for ED to work on increasing awareness of charitable planned giving options and other ways to give
- Arrange for visits with individuals, corporations, foundations and other external funding sources, and prepare appropriate materials for said visits
- Coordinate, implement and assist with evaluation of ABM fundraising efforts
- Other duties as assigned by the ED such as, but not limited to, the very occasional filling in at Admission and the Store; preparing weekly admission analytical reports from data obtained from Fareharbor; assist as needed in critical areas of the operation.

With/For the Advancement Department:

- Point of Contact for Dock Renters and communicate with Maintenance Department throughout the season for any necessary repairs
- Assist with general advancement activities, i.e. updating drafts of applications for annual private grants to support the operating budget and/or specific projects
- Assist in maintaining donor stewardship and recognition programs and/or events for annual and planned giving societies and other ABM fundraising activities

Other Responsibilities:

- Support the Museum Educator with administrative tasks for the Captain School at ABM including course renewals, student documentation and test proctoring
- Create, schedule and update Lobby Display Screens using Canva and OptiSign, working with the Events & Communications Coordinator
- Coordinate and schedule cruises aboard the in-water fleet for *Friends of the Museum*
- Communicate directly with the Captains Corps
    - Collect relevant licenses and certificates as required by USCG regulations and ABM Policies for all Captains and Crewmate
    - Assist Controller with administration of the drug consortium for Captains and Crewmates
    - Communicate with the Master Boatwright and Lead Captain about any issues or maintenance needs with the in-water fleet vessels
- Work with the Controller to maintain and resupply first-aid supplies including AED's
- Become a subject matter expert of the ABM's phone system
- Become a subject matter expert in the use and features of online ticketing software (FareHarbor)
    - Create availabilities and update prices for admission packages, event admission and special event rides

Qualifications:

- Possess and maintain a professional appearance and demeanor representing ABM in the highest degree
- Ability to communicate clearly and professionally, both verbally and non-verbally
- Proficient in Microsoft Office Suite with an emphasis on facilitating virtual meetings
- Strong interpersonal skills to work with staff, donors, volunteers, and the general public
    - Share expertise with co-workers both formally and informally
- Must be a Team player
- Maintain confidentiality of donors, colleagues and other sensitive situations within ABM
- Comply with ABM policies, procedures, and standard practices
- Ability to have fun and build a joyful spirit which is infectious to all who work at and visit ABM!

Application Instructions:
Candidates should submit a cover letter, resume, and three references to Human Resources, Administrative Assistant Search, Antique Boat Museum, 750 Mary Street, Clayton, NY 13624, or email to apclerk@abm.org. More information about the position is available at www.abm.org.