

NOW HIRING: Executive Assistant

at the Thomas Cole National Historic Site, Catskill, New York. www.thomascole.org

Posted August 18, 2010

Salary and Hours: The position is four days per week. Tuesday through Friday, 9am to 5pm. The salary is \$16 per hour.

Duties:

- Provide timely, efficient and high quality administrative support to the Executive Director.
- Record donations, ticket purchases, membership renewals, and other incoming payments and send timely acknowledgements, membership cards, and thank-you letters.
- Track membership expiration dates and send monthly renewal reminder letters.
- Maintain accurate information in the donor database. Provide reports from the database about donor giving, membership, and events.
- Create mailing lists, labels, mail merge letters and other aspects of mailings.
- Collect invoices for approval and payment. Process and file agreements, forms, permissions, and other documents.
- Track shop inventory to see what items are running low. Order merchandise to maintain inventories. Receive online orders and send out merchandise to fulfill orders.
- Check the work of the shop's cashier and create an income report at the end of each weekend. Communicate with cashier about how the receipts are totaled and resolve discrepancies.
- Maintain an orderly and smooth-running office, order supplies, receive packages, etc. Retrieve, open and sort mail. Check voicemails and email inbox and answer inquiries.

Qualifications: The candidate must have experience and proficiency with database programs and mail merge functions, as well as other computer applications including Excel and Word. The position requires a high degree of organization, efficiency, neatness, meticulousness, and accuracy. A large amount of information must be processed without error in order to maintain good relations with donors and other constituents. The candidate must enjoy working with numbers, lists and charts. An accounting background is a plus. The successful candidate will also have a very courteous telephone manner, customer service skills, and the ability to juggle several projects and demands simultaneously with grace.

Background: The Thomas Cole National Historic Site (TCNHS) is the birthplace of American landscape painting, having been the home and studio of the founder of the Hudson River School of art, America's first art movement. The site consists of a Federal-style Main House (c.1815) and Old Studio building (1839), on five acres of landscaped grounds and gardens overlooking the Catskill Mountains. The TCNHS offers guided tours from May through October, and educational programs and events throughout the year. Through tours and educational programs including lectures, hikes, symposiums, and school group visits, the TCNHS serves a broad spectrum of visitors from across the United States and internationally. The Main House includes a permanent exhibition of paintings and drawings by Cole and his followers as well as special temporary exhibitions. The TCNHS is located in the town of Catskill, near the western entrance to the Rip Van Winkle Bridge in the Hudson Valley. More information about the TCNHS can be found at www.thomascole.org.

Application Instructions: Please send a resume and cover letter to Thomas Cole Historic Site, PO Box 426, Catskill, NY 12414 or email to info@thomascole.org or fax to 518-943-0652.