

Anna Ranch Heritage Center • Waimea, Hawai'i

Administrative Assistant - Job Description

Objective

The Administrative Assistant will work closely with the Executive Director to promote, grow and sustain the activities of the Anna Ranch Heritage Center including the event facility, gift shop management, visitor services, educational programs, membership campaigns and historical home tours. Candidate will assist the Director in establishing sound working relationships with local community groups and organizations, and represent the organization in the public eye.

Responsibilities

Management of Event Hall Facility

- Be responsible for the event facility, including marketing, responding to inquiries, showing potential renters the facility, maintaining an event calendar, collecting security & cleaning deposits, collecting & finalizing contracts, key dispersal and key collection, inspecting the premises for cleanliness, and collecting all fees due.
- Assist in tracking of facility rental through data entry and record keeping
- Help market the facility through print media, press releases, website enhancement and e-mail announcements.

Maintenance and Operations Support

- Order necessary products for maintenance and operations including paper products, cleaning supplies, office supplies, and other necessary supplies
- Insure premises are clean and sanitary for visitors including regular cleaning of event facility, cleaning of facility kitchen and restroom facilities.
- Complete regular cleaning of Historic Home including dusting, vacuuming and mopping of all rooms. Assure outside areas are clean and presentable including entrance and porch areas. (Light duty to be performed by staff and twice yearly by outside help.)
- Rotate exhibits on mannequins and ensure exhibits are clean and stable. Complete scheduled rotation, airing and inspection of catalogued and stored textiles & clothing. Complete regular inspection and cleaning (and oiling) of household artifacts and furnishings.
- Assist Executive Director on ensuring the collections are maintained and kept safely from rodents, insects and moisture degradation. Ensure proper air flow and dehumidification. Complete scheduled and regular rotation of insect/roach bait and moisture prevention.

Gift Shop Retail

- Help with purchases (and in some instances consignment) of local artisan items, books, cards, jewelry and other Gift Shop items. Inventory and track all Gift Shop sales through data entry and record keeping. Provide retail merchandising and presentation of the Gift Shop items including pricing. Source new items and reorder and re-stock items as necessary.

Membership and Sponsorship

- Help promote the new Friends of Anna Ranch membership support program.
- Help establish a business sponsorship program.

Educational Programs

- Under the direction of the Executive Director work with area schools to create educational field trips (with both Waimea and neighboring community schools)
- Assist in the development of youth program materials, send program materials to schools, assist in setting up a “Field Trip Calendar” for school groups through personal correspondence, email and phone contact. Assist in leading school group programs.
- Help to plan for and implement future adult learning workshops and special events: make arrangements with and invite instructors/lecturers, create calendar, manage registrations & promote/market workshops/events.

Clerical and Visitor Relations

- Answer phones, meet and greet the public.
- Assist with guided tours of the Historic Home.
- Assist with marketing the Ranch as a destination. Schedule and book special group tours of the Historic Home and the Discovery Trail.
- Assist in the design, layout and production of printed promotional materials including brochures, posters, signage and other visitor enhancements.
- Help to establish a volunteer docent program. Assist in volunteer orientation and training.

Skills

- Applicant must be organized, efficient, and capable of multi-tasking.
- Applicant should have strong written and oral communication skills, and experience working with the public.
- Applicant should be proficient in Microsoft Word and Excel, and ideally familiar with database programs and competent with PC & Mac computers.
- Experience in graphic design programs such as Photoshop and InDesign is desirable.

Position details:

- Hours: part time
- Days: available Tuesday through Saturday
- Salary: \$12 to \$15 per hour, dependent on experience
- Duration: position will begin immediately
- Deadline: 5pm, June 23rd

Mail cover letter and resume to:

**Anna Ranch Heritage Center, Attn: Kay Kammerzell, Executive Director
64-1480 Kawaihae Road, Kamuela, HI 96743**