



## ATTRACTIONS ADMINISTRATIVE ASSISTANT POSITION OPENING

The Air Force Museum Foundation seeks a full-time Attractions Administrative Assistant.

**Position Description:** The Attractions Administrative Assistant is responsible for performing administrative and sales duties in support of the Attractions Operations' business lines. This position works under the general supervision of the Chief, Attractions Operations.

### **Responsibilities:**

**Administrative:** Receive incoming phone calls and visitors; refer them to appropriate person and/or answer inquiries based upon personal knowledge of operation. Maintain theatre operating filing system, forms, supplies and serve as information source for Chief, Attractions Operations. Operate standard office equipment such as Xerox/fax machine, adding machine, scanner, computer, etc. Maintain theatre schedule to include but not limited to public showings, private showings and events, meetings and conferences, both online and hardcopy. Manage accounts receivable including invoice preparation and follow-up on delinquent accounts. Prepare accounts payable invoices for processing/signature. Assist Chief, Attractions Operations with presentations to include but not limited to PowerPoint slides, preparation of supplementary materials, coordination of meeting invitations and conference room reservations. Update theatre phone messages as needed.

**Marketing/Social Media/Group Sales:** Update Attractions web pages and online calendar. Update online movie listing sites to include but not limited to: Big Movie Zone, Times Now Showing, Yahoo Movies, Fandango and local newspapers. Maintain Corporate Calendar with groups and special events coming to the Museum. Maintain theatre databases to include but not limited to: schools, reunion groups, church, scouting and business groups. Prepare and distribute marketing pieces to potential visitors, groups and other inquiries both online and hardcopy. Research groups planning future trips to the area, work with the Chief and Attractions Managers to increase Attractions group sales. Work with the Chief, Attractions Operations on future marketing efforts. Process donation requests and maintain files on all donations and follow-up on redemption.

**Theatre Operations:** Maintain sufficient knowledge of the Theatre Service Staff duties and responsibilities in order to provide breaks and assist during peak business times if needed. Demonstrate teamwork by assisting as needed. Maintain and update cashier operational manual and monthly reporting. Process and follow through on Theatre Meeting and Event Support Services requests, in cooperation with the Attractions Sales & Events Manager. Assist Chief and Attractions Managers with Support Services events, to include but not limited to coordinating with NMUSAF Special Events Division and AFMF Development Department. Assist the Chief and Attractions Managers with preparation of Support Services events and correspondence with the client. Interface with the Attractions management and team to be certain all events, meetings, and presentations are well-coordinated and staffed.

**Inventory:** Responsible for weekly inventory and ordering of concession stock. Responsible for inventory and ordering of dog tag supplies. Works with the Attractions Operations Manager for changes in par levels, loss/waste and new items.



### **Qualifications:**

1. Flexibility, enthusiasm, and professionalism to work with visitors and clients of all backgrounds.
2. Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
3. Administrative experience preferred.
4. Strong interpersonal, written, and oral communication skills.
5. Customer-focused; service-oriented.
6. Strong organizational skills; ability to manage multiple projects simultaneously; team player.
7. Demonstrated attention to detail.
8. Computer literate; proficient with Microsoft Office suite.
9. A degree in business or communication preferred.
10. The National Museum of the USAF is open seven (7) days a week. Incumbent must be able to work to meet those needs, as necessary.

### **The Air Force Museum Foundation, Inc.**

The Air Force Museum Foundation (AFMF) was founded in 1960 as the philanthropic corporation that assists in the development and expansion of the facilities of the National Museum of the United States Air Force™ (NMUSAF), located at Wright-Patterson Air Force Base near Dayton, Ohio. In addition to funding capital construction and facility improvements, the Foundation provides annual funding to the Museum for special projects and underwrites several programs involving a wide range of activities geared toward education, volunteer support, special events, and promotional efforts.

Since its inception, AFMF has gifted \$87.3M (approximately \$140M in today's dollars) to the U.S. Air Force for capital construction, including \$40.8M for the recent successful fourth building capital campaign. The fourth building opened to the public in June 2016.

AFMF funds special events such as exciting exhibit openings including the Space Shuttle Exhibit and the Doolittle Tokyo Raiders Congressional Gold Medal exhibit, and supports monthly Family Days, the Living History Film Series, and Space Fest. AFMF gifted over \$2M for events and programs in the past five years.

Find more information at <http://www.afmuseum.com/>

The Foundation's Core Values: (Defines our culture and who we truly are)

- Honor the relationship
- Passionate about the work and the mission
- Honesty/integrity
- Accountable
- Fulfillment
- Invest in ourselves



### **The National Museum of the United States Air Force**

The NMUSAF is located at Wright-Patterson Air Force Base near Dayton, Ohio, and is the service's national institution for preserving and presenting the Air Force story. Each year more than one million onsite visitors learn about the mission, history and evolving capabilities of America's Air Force.

The museum is the world's largest military aviation museum featuring more than 360 aerospace vehicles and missiles on display amid more than 17 acres of indoor exhibit space. Thousands of personal artifacts, photographs and documents further highlight the people and events that comprise the Air Force storyline, from the beginnings of military flight to today's war on terrorism.

Find more information at

<http://www.nationalmuseum.af.mil/Upcoming/PressRoom/MediaKit.aspx>

### **Contact Us:**

Please contact Ms. Sarah Shatzkin at [foundation@afmuseum.com](mailto:foundation@afmuseum.com) with a resume and cover letter if interested.