



**Position Title:** Office Assistant  
**Department:** Administration  
**Location:** Spring Green, WI  
**Category:** Volunteer

Taliesin Preservation, Inc. (TPI) is a Wisconsin 501(c)(3) founded in 1990. As stewards, TPI's dual mission is to preserve the cultural, built and natural environments that comprise the Taliesin property in Spring Green, Wisconsin, and to conduct public educational and cultural programming that provides a greater understanding of Frank Lloyd Wright's architecture and ideas. To learn more about our work, please visit [www.taliesinpreservation.org](http://www.taliesinpreservation.org).

**Volunteer Position Summary:**

The Office Assistant performs a variety of tasks depending on project deadlines in the Taliesin Preservation office. This includes administrative tasks as assigned and helps extend the resources of Taliesin Preservation to better meet the goals of our mission.

**Tasks May Include:**

- Data entry;
- Document management including filing;
- Maintenance of office space and physical or digital files;
- Scanning and/or copying;
- Other office duties as needed;
- Occasional special tasks including grant research, file auditing, etc. based on volunteers' interests and abilities;

**Time Commitment:**

- Volunteers will be asked to attend an orientation
- Specific training related to task
- At least 3 shifts/9 hours per month or commitment for the full scope of a project

**Minimum Qualifications:**

- Good listening and communication skills;
- Basic to intermediate computer skills;
- Ability to create and maintain a schedule;
- Ability to maintain a high level of confidentiality at all times;
- Attention to detail;
- Ability to follow directions and work independently