



Museum Manager

Updated 10.01.2021 /mu
40 hours per week
Salary Position
Wednesday - Sunday
Reports to Executive Director
FLSA Status: Exempt

Qualifications:

Must be highly organized, energetic, motivated and creative. Must possess excellent time management skills, as well as good written and verbal communication skills. Must be able to speak and write the English language.

Proficiency in Microsoft Office required, plus Past Perfect or other database management systems preferable. Quickbooks, Constant Contact, Wix, Facebook, Instagram, Bookeo and ShopKeep knowledge are a plus. Advanced computer skills are required. Marketing experience and museum experience are desirable.

Must be able to read this 3 page job description and salary and still be excited.

Experience:

This position requires 3 - 5 years experience in the Museum industry.

Physical & Sensory Requirements:

Must be able to regularly walk throughout the museum and at off grounds activities and events during the working day. This position may require prolonged standing, bending, and walking. Must be able to lift or carry 20 lbs.y.

Skills:

- Museum Education experience
- Computer skills a must
- Highly motivated and organized
- Able to meet deadlines
- Work in a group setting with limited resources
- Creative and dynamic thinking
- Be able to sit or stand for long periods of time
- Lift 20lbs or more

Travel: 10 % travel requirement within the Greater Hartford Area.

Work Schedule: Regularly scheduled Wednesday through Sunday, minimum of 40 hours per week. This position may also require additional work hours, as directed, based on the needs of the museum. Must be available for periodic evenings.

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Major Responsibilities:

- Works closely with the Executive Director on a daily basis about daily operations. Follows all established Museum rules of operation. Working with staff and volunteers, provides the best possible experience for visitors and clients.
- Oversees the smooth running of all daily activity and museum events and programs and serves as the point person for the activities. Responsibilities include visitor satisfaction, events and activities, technology, personnel, word processing and clerical functions, overseeing building and grounds maintenance.
- Maintains staff by recruiting, selecting, orienting, and training employees. Manages and coordinates staff, volunteers, community service help and has an understanding of all staff assignments and responsibilities. Provides all staff training needed to run birthday parties, facility rentals and tours.
- Responsible for facility security, safety, cleanliness, general maintenance and opening the museum at 9:00 AM daily to be prepared for 10:00 AM visitors.
- Provides attendance data as requested by Executive Director.
- Ensures gift shop and inventory records are accurate and maintained.
- Solicits new members, maintains existing members, and monitors visitor satisfaction.
- Maintains the public image of the NECM through the release of information to all advertising media, print and social, regarding the museum and its activities.
- Researches media, advertising, and provides this information to the Assistant Director.
- Museum Manager is responsible for all office procedures, including: the scheduling of weekly senior staff meetings, and quarterly mandatory all-staff meetings for the Executive Director. Purchasing and maintaining needed office supplies
- Helps to create, organize, run and staff special events and projects.
- Supervises bank deposits of all daily funds. Maintains the daily transactions, coding properly and enters daily transactions into the database for processing by the bookkeeper. Monitors cash activity for multiple accounts on a weekly basis, including: deposits, accounts payable, payroll, and upcoming cash needs. Reports weekly cash activity and monthly financial reports to Executive Director and Finance Committee. Works with the bookkeeper and Finance Committee to assure accurate financials.
- Gives assistance to the Executive Director in overseeing any literature being prepared, including writing, proofreading and editing of material for brochures, exhibits, grants, special events and fundraising materials. Supervises the completion of museum mailings.
- Manages all of the Museum's technological needs. Responsible for maintenance, updating, content development, and promotion of the web site. Research technological information and provide this information to the Executive Director.

Please provide:

- Cover-letter
 - Resume
 - 3 references
- Incomplete applications will not be considered no phone calls please.



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Job Type: Full-time

Salary: \$30,000.00 - \$35,000 /year

Museum Mission:

The New England Carousel Museum is dedicated to the acquisition, restoration, and preservation of operating carousels and carousel memorabilia and the creation of new carousel material, for the education and pleasure of the general public.

The main mission of the New England Carousel Museum, a non-profit organization, is to preserve and protect antique wooden carousels and carousel pieces. We believe that the way to accomplish this task is through education. We are in the business of educating the children, who are the next generation of carousel lovers.