

# West Overton Village and Museums

Job Description: **Museum Manager**

- Reports to: Director of Education
- Supervises: Docents and select Interns
- Non-Exempt

## **Purpose of the Job:**

This supervisory museum position leads the customer-facing museum staff in support of the Museum's mission policies and procedures. Manager will perform guided tours of buildings, grounds, and exhibits. Compiles visitation metrics and submits monthly reports to leadership team. Assists organization leadership team to plan, prioritize, and coordinate aspects of public engagement programming including parlor talks, garden talks, clubs and volunteer societies. Manages docent staff scheduling and online calendar, including temporary staff, volunteers, and interns. Assists with the organization of and compiles material for biannual newsletter. Responsible for gift shop set up, stocking, sales initiatives and reporting.

## **Essential Functions**

### Management and Coordination (65%)

1. Manage museum day-to-day operations, including tours, docent orientation, scheduling, reviews, and organizational communications. Observe customer facing staff on an ongoing basis to provide feedback and guidance. Maintain staffing calendar and serve as an initial point of contact for all customer facing staff. Assign daily projects and monitors progress.
2. Recruit and assign interns to new and ongoing projects in line with organizational goals. Complete internship agreements monitoring responsibilities and outcomes.
3. Collaborate with cross-functional staff (curatorial, education, visitor services, marketing, and museum shop) to coordinate public events that complement the exhibition schedule. Including but not limited to scheduling and supervising event staffing/volunteers during lecture series, club and society meetings, volunteer, and membership events.

### Gift Shop (25%)

1. Collaborate with senior leadership team and docent staff to develop and implement a vision for the West Overton Museum Gift Shop that appropriately reflects the mission of the site, while maintaining an attractive store appearance with effective merchandise presentation.
2. Plan and develop sources for West Overton merchandise. Research new vendors for fresh inventory and ensure all merchandise is appropriately related to West Overton's mission. Oversee merchandise purchase, receiving, pricing, and designs gift shop displays.
3. Work within the limits of the annual gift shop budget. Prepare and perform seasonal gift shop inventory report.

## **Minimum Qualifications**

1. Related supervisory experience.
2. Candidates with a working background in retail, tourism, and hospitality fields preferred.
3. Demonstrated writing and communication skills.
4. Demonstrated knowledge of and experience with Microsoft Office.
5. Ability to manage multiple concurrent projects efficiently and effectively.

6. Ability to work collaboratively in a team environment.
7. Ability to pass Pennsylvania Child Abuse, Criminal, and FBI Clearances.
8. Self-directed agile learner willing to expand functional knowledge.
9. Strong emphasis on organization and planning with proven ability to work fast, efficiently and thoroughly.

**Licenses**

1. Valid PA driver's license

**Working Conditions**

1. Large campus with many buildings and shared work spaces.
2. Ability to work evenings and weekends required
3. Ability to lift or move at least 50 lbs. on a limited basis when assisting in Museum events and logistics
4. While office and museum exhibits are located on the 1<sup>st</sup> floor, the ability to navigate stairs to reach additional floors is required
5. Vehicle: Requires own vehicle transportation, a valid driver's license and car insurance. Vehicle occasionally needed to transport booth displays and materials

**Salary/Benefits:**

Compensation range: \$10 - \$12 per hour, 30 hours week.

Benefits: No benefits at this time.

**To Apply:**

Qualified candidates should submit their resume and cover letter electronically to [Jobs@westovertonvillage.org](mailto:Jobs@westovertonvillage.org). Please note position title in your subject line.