

# BLUE EARTH COUNTY HISTORICAL SOCIETY

NOW HIRING 2024

## MUSEUM MANAGER

The Blue Earth County Historical Society (BECHS) is a non-profit organization dedicated to preserving, protecting, and promoting Blue Earth County, Minnesota's rich history and heritage. The Blue Earth County Historical Society's mission is rooted in education and has a reputation for delivering high-quality exhibits and programs to our growing, diverse community.

The **Museum Manager** is a full-time position with the Blue Earth County Historical Society (BECHS) reporting to the Executive Director. The Museum Manager is a multifaceted role responsible for the day-to-day operations of the Blue Earth County Historical Society History Center and Historic R.D. Hubbard House including but not limited to visitor services, gift shop management, volunteer management and administrative assistant to the Executive Director.

**Office and Visitor Services** - The Museum Manager serves as the face of the History Center with exceptional customer service, organization, and efficiency to ensure guests (in-person, phone and email) are attended to professionally, personably and promptly.

- The Museum Manager supports the Executive Director and all BECHS staff to ensure the office operates smoothly. Oversees and supports all administrative duties in the office and ensures the office is operating smoothly. Serve as the liaison between the Executive Director and other Staff, and external partners.
- The Museum Manager manages the Society's Donor Management System (Bloomerang) including but not limited to proper input and maintenance of confidential and accurate donor records. Ensure effective and timely communication and gift acknowledgement with all constituencies. Process and prepare weekly deposits. Create reports and mailing lists.
- The Museum Manager oversees building security, visitor safety, and care and use of facilities and equipment. They will manage all rentals of the History Center meeting rooms and Hubbard House grounds.

**Gift Shops** – The Museum Manager will manage all BECHS Gift Shops (History Center, Hubbard House, Marian Anderson Art, online stores). They are responsible for daily sales, inventory, merchandising, promotions/marketing, weekly deposits, bookkeeping reports, point-of-sale system, and credit card systems.

**Volunteer Coordinator** - The Museum Manager will manage the BECHS volunteer and intern programs, including recruitment, orientation, placement within various departments, training, scheduling, supervising and records management. They will work with Staff to identify volunteer needs and work cooperatively to recruit the appropriate volunteers to assist as needed. They will coordinate volunteer social and recognition activities throughout the year.

## **Requirements**

### **The ideal Museum Manager candidate will possess:**

- Skills and experience working with the public in sales, retail or office setting.
- Excellent organizational skills and attention to detail, ability to communicate ideas effectively, to prioritize work and meet deadlines, to work independently and in a team, and to manage several tasks and projects simultaneously.
- Excellent oral and written communications skills required with the ability to work effectively and professionally with staff, volunteers, patrons, and community leaders.
- Strong computer skills: Microsoft Office and Office 365, QuickBooks, and ability to learn museum's specialty software systems.
- Ability to conduct and maintain good customer service and public relations, a people person.
- Ability to work schedule = Tuesday – Saturday 8:30 a.m.-5 p.m.; remote is not an option.

## **Desired Skills**

Nonprofit work is unique and requires different skills and talents spread among a small labor force. At the Blue Earth County Historical Society, we believe in encouraging each staff member to utilize their unique skills, experience and talents to excel personally and professionally. The ideal Museum Manager candidate will also have:

- Experience working in a museum and/or nonprofit environment.
- Outstanding writing, editing and copyediting skills.
- Sales and marketing experience especially with fine art.

## **Compensation & Benefits (non-negotiable)**

- \$15.00/hour (\$31,200/year)
- Eight Paid Holidays
- Paid Personal Time Off (15 days/year)
- Tax-free Health Reimbursement Account (\$1,000/year)
- Continuing education opportunities available

## **To Apply**

We encourage you to apply even if your experience is not a perfect match for this position. We are seeking a candidate with relevant skills and experience – and someone who wishes to grow in the position.

Please send resume, cover letter, and list of three references to Jessica Potter, Executive Director at [Director@BlueEarthCountyHistory.com](mailto:Director@BlueEarthCountyHistory.com) with "Museum Manager" in the subject line. No phone calls please. Review of applications will begin immediately and will continue until the position is filled. 1/12/2024

[www.BlueEarthCountyHistory.com](http://www.BlueEarthCountyHistory.com)