

MUSEUM MANAGER, CALABOOSE AFRICAN AMERICAN HISTORY MUSEUM OF SAN MARCOS

This description is for a Museum Manager, an independent contractor paid at the rate of \$25 per hour. This contract is grant funded through December 2025.

The Museum Manager's primary duties:

OPERATIONS

1. Manage day-to-day operations of the Museum.
2. Ensure the Museum is kept clean and is well maintained.
3. Assist in the orderly maintenance of the exhibition spaces, the kitchen, and office.
4. Ensure the safety of works on display in consultation with the Exhibitions Committee of the Board of Directors.
5. Work with contractors to ensure building upkeep.

FUNDRAISING

6. Assist Board members with public relations and special events as required.
7. Assist with fundraising for the Museum.
8. Work with designated committee to plan and coordinate the Museum's fundraising efforts.
9. Work with designated committee to promote donations, sponsorships and membership.

TOURS

10. Ensure the Museum is staffed during scheduled open hours (10-2 Wednesday-Saturday).
11. Seek out, train and schedule interns and volunteers.
12. Coordinate requests for private/group tours and facility rentals, and maintain records of these events.
13. Ensure a safe and welcoming atmosphere for guests, including greeting visitors, answering questions and providing information about the Museum as well as other area arts and cultural institutions, such as local museums, nonprofits and community organizations.

OUTREACH

14. Maintain the Museum calendar of programs and events.
15. Develop social media content and update museum social media accounts.
16. Work with the Board to plan, develop and distribute media information, including calendar listings, press releases and social media.
17. On occasion, Represent the Museum to community organizations of which the Museum is a member, including the Chamber of Commerce.
18. Develop and publish the Museum newsletter.

ADMINISTRATIVE

19. Monitor phone traffic and email, responding and addressing inquiries or forwarding to the appropriate board member.
20. Maintain accurate records of visitor information for grant reporting and mailing lists.
21. Maintain registries of donors and members.

22. Provide regular invoices for hours worked to the Treasurer.
23. Provide clear and concise monthly status reports to the President of the Board and attend Board meetings.

This job position involves a 16-hour work week, including 4 "flex" hours to be worked during the week outside of Museum hours, or at after-hours events that necessitate the presence of the Manager. Any hours over 16 may be compensated upon approval of the Calaboose Board. The Manager must be present at all times when the Museum is open to the public Wednesday-Friday. A board member will be present at the Museum on Saturdays.

Qualifications:

- strong organizational skills
- self-directed
- proficient in office software such as Microsoft Office or Google Workspace
- proficient in desktop publishing tools
- adept with social media
- high school graduate

To apply for this position, submit the following to calaboosemuseum.smtx@gmail.com no later than March 2, 2024:

Letter of interest

Resume

Names and contact information of 3 references including a previous employer