

Hutchinson County Historical Museum
Job Description for Museum Administrator

rev. 29 NOV 18

Position title: Administrator

Department: Museum

Reports to: Director

Position Summary:

The Administrator conducts the day-to-day business of the Museum and its marketing. The Administrator is second in command in the absence of the Director.

Essential Job Functions and Requirements:

- High School Diploma required, some college preferred
- Experience in management, supervision, public relations, event development, office management, data entry, inventory management, retail sales and management, event coordination, working with volunteers and working with the public is required
- Good people skills with staff, volunteers and the public

Required Skills:

- Ability to work in a team environment and serve the public in a professional manner with a positive attitude
- Computer literate in Microsoft Office Word, Excel, Outlook
- Experience in large data base management including programming
- Experience in inventory management
- Experience working with volunteers

Preferred skills:

- Interest in history and museums
- Experience in public speaking and writing press releases
- Desktop publishing and general computer problem solving
- Multi-tasking
- Skills in website design and maintenance
- Experience in graphic design preferred

Physical Requirements:

- Ability to climb a ladder 1-2 times a month
- Ability to frequently carry 10 pounds up and down steps to transport artifacts; daily
- Extended times of sitting (50%), standing(25%), and walking (25%) daily

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This is a full time time, (40 hours/week) hourly position. Hours are 8 am – 6 pm Tuesday through Friday with an hour for lunch. The position requires working one Saturday afternoon a month and working special events as needed.

This is a full time, non-exempt position

Employee Signature / date

Department Head Signature / date

Hutchinson County Application for Employment Forms are available at the Hutchinson County Treasurer's office. Hutchinson County Courthouse, Stinnett, Texas Phone (806) 878-4010, Fax (806) 878-4029

Closing date: 22 NOV 19 - 5pm