Office Administrator, Hours and Duties

This is a part time position at $18 per hour.

Hours are 10am-4pm, Monday, Wednesday and Thursday, and 1-7pm Friday. Occasional expanded hours due to tours, events or projects.

This position covers a wide range of tasks. Tasks include, but are not limited to:

**Bookkeeper assistance**
- Prepare income for bookkeeper
- Make deposits
- Make online and telephone payments
- Run credit card payments through PayPal
- Code income and expenses for bookkeeper
- Process event fees and keep event records as needed

**General administrative duties**
- Order all supplies
- Organize and maintain accurate museum files
- Answer, or route to appropriate person, inquiries from members, Trustees, and visitors, in person, by phone or through email
- Coordinate museum rentals, field trips, group tours and researcher requests
- Assist Museum Director with other duties as requested

**Facility**
- Coordinate outside contractors for ongoing maintenance and for any other issues

**Volunteer coordinator**
- Recruit, train and schedule museum docents and visitor center volunteers
- Assist with annual volunteer appreciation party
- Cover the Visitor Center and/or Museum front desk when a volunteer is not available
- Coordinate volunteers with weekend site staff

**Museum store**
- Oversee museum store including pricing and ordering stock

**Collections**
- When time permits, accession items using Past Perfect
- Assist with maintenance and organization of Collections and Research Library

Please apply with a cover letter and resume to info@OjaiValleyMuseum.org