



## **Weekend Administrator**

This is a part time position at \$16 per hour. Regular hours are 10am-4pm Friday, 9:45am-4:15pm Saturday, and 11:45am-4:15pm Sunday. Occasional expanded hours due to tours or events.

Tasks include, but are not limited to:

### **Weekend administrator**

- On-site staff person Saturdays and Sundays, responsible for
  - Opening and closing museum
  - In charge in case of any emergency
  - Cover the Visitor Center and/or museum when a volunteer is not available

### **Assistant volunteer coordinator**

- Assist with recruitment, training and scheduling of museum docents and visitor center volunteers
- Assist with annual volunteer appreciation party

### **General administrative duties**

- Answer, or route to appropriate person, inquiries from members, Trustees, and visitors, in person, by phone or through email
- Assist with museum rentals, field trips, group tours and research requests
- Assist the museum Executive Director with other duties as requested

### **Membership**

- Coordinate museum membership including records, dues, letters, mailings, inquiries, etc.

### **Marketing**

- Assist with press releases, email blasts, and social media
- Make and distribute flyers