

MUSEUM DEPARTMENT

JOB DESCRI**P**TION

Museum Specialist - Administration

**EXEMPT:** No **UNION**: No

GENERAL STATEMENT OF JOB:

The Museum Specialist – Administration oversees museum financial and office management, and assists the director with communications, marketing, development, and fundraising activities. This position provides support for program and event scheduling and registrations.

This is a part-time position (20 hours per week). Hours may be scheduled Monday through Friday between 8am and 5pm except for a few specific weekends. Starting pay is $26.54/hour.

EXAMPLES OF WORK PERFORMED:

1. Manages museum finances and regularly communicates with the City of Platteville Finance Department to ensure accurate accounting and planning.
2. Manages Friends of the Mining & Rollo Jamison Museum’s finances and works with accountant on reviews and 990 filings. Prepares and files government reports accurately and on time.
3. Assists the museum director with marketing and communication activities through a variety of communication media (print, social media, radio, etc.) and manages the museum’s website including the FareHarbor booking program.
4. Oversees the promotion of specific programs and events, maintains regional community calendars with museum events, and circulates press releases.
5. Assists museum director and Friends of the Mining & Rollo Jamison Museum with development and fundraising activities. Maintains the donor database (PastPerfect), and promotes museum memberships. Drafts membership renewal reminders and acknowledgement letters, and coordinates mailings.
6. Assists with writing grant applications to support museum activities.

1. Responds to inquiries via phone and email. If the Visitor Services Specialist or Education Specialist are not present, the administrator makes reservations for tours and programs.
2. Serves as backup to museum director, museum specialist education, and museum specialist visitor services. Oversees opening/closing and guest relations as needed.
3. Performs other tasks as assigned.
4. Occasional weekend, evening and holiday work is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School diploma (Bachelor’s degree with a major in accounting, history, communications, museum studies or related field preferred), and
2. Related work experience of 1 to 4 years, or
3. Any equivalent combination of education and experience.

Additionally, the applicant must have knowledge of, or be willing to learn, functions of QuickBooks, Adobe, PastPerfect Software, FareHarbor booking system, Civic Systems miViewPoint financial management software. They should also have a familiarity with accounting and financial reporting.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly hears and talks. Employee frequently stands sits, walks, reaches, keyboards, holds, uses eye-hand coordination, has contact with public. Employee occasionally grasps, tastes or smells, uses the telephone, works alone, stoops, kneels, crouches, or crawls, climbs stairs, climbs ladders.

Employee must be able to frequently lift up to 10 pounds; occasionally lift up to 25 pounds. Specific vision abilities required include close vision, distance vision, and ability to adjust focus.

POSITION ACCOUNTABILITY:

REPORTS TO: Museum Director

SUPERVISION EXERCISED: Supervises the tour guides and interns when the Museum Specialist – Visitor Services and Museum Director are not present.

SELECTION GUIDELINES:

Formal applications will be accepted until September 30 @ 8:00AM. Initial interviews are planned for October 7-11, with final interviews (if necessary) and reference check planned for October 21-23.

CONFIDENTIAL DATA:

Confidential information includes personnel, security systems, donations, value of artifacts.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is occasionally exposed to dirt when moving artifacts, landscaping, or in mine; dampness when in mine; rock falls; vibration when using power tools and drill; loud noises, temperature extremes when outside in weather.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 5/8/01

Revision History: 7/1/96; 12/31/10, 7/3/16, 8/27/24