

Job Description

Administrative Coordinator, Albany Regional Museum

Job Title: Administrative Coordinator (part-time, approximately 125-130 hours monthly).

Reports to: Executive Committee (Chair, vice-chair, secretary, treas., at-large member).

Reporting staff: Clerk, collection specialist, all volunteers (exercises daily on-site supervision).

Purpose of position: (Major objectives).

- A. Provides a professional structure to Museum operations.
 - 1. Oversees a variety of written material, correspondence, including prompt thank you letters, public relations materials and press releases.
 - a. Oversees accurate and current information on membership, donations and recognition.
 - b. Assists in information gathering, publication and distribution of newsletter.
 - 2. Attends monthly board meeting and gives brief written/oral report.
 - 3. Meets regularly with the chairman and the executive committee.

- B. Oversees routine operational duties.
 - 1. Assists committees as a resource person.
 - 2. Participates in the formation of policies and procedures, the development of the annual operating budget, and monitors expenses.
 - 3. Participates in the accession of historical artifacts
 - 4. Learns catalog system.
 - 5. Assists in the planning, creation and building of new exhibits.
 - 6. Performs other projects/tasks as assigned.

- C. Promotes visibility and usage of Museum as a community resource.
 - 1. Provides general information and orientation promptly to public and handles inquiries from researchers and the public-at-large.
 - 2. Acts as liaison between Museum and public agencies, other nonprofits and press.
 - 3. Represents the Museum at some public functions and professional meetings.
 - 4. Utilizes social networking.

- D. Supports mission and values of the Museum.

Desired knowledge and demonstrated abilities:

- A. Knowledge of English usage, spelling, grammar and punctuation; telephone and customer service techniques; computer applications (web page design and maintenance, PowerPoint and Publisher programs); marketing and advertising practices.
- B. Ability to read and write, communicate effectively orally and in writing, use independent judgment and initiative; establish and maintain effective relationships with those contacted in the course of work; operate a personal computer and use applicable software; meet the public with courtesy and tact; understand and carry out oral and written instructions; complete tasks and reach goals; maintain records; work flexible hours.

Beneficial qualities:

- A. An interest in history and museums.
- B. Some knowledge of nonprofits.
- C. Supervisory experience.

ADMINISTRATIVE COORDINATOR

Albany Regional Museum

Coordinates museum operations.

Send resume & handwritten cover letter to

Chairman: P.O. Box 1463, Albany, OR 97321.