

The Millicent Rogers Museum is hiring! See below for a full description of the position. Submit a resumé, cover letter, and list of references to the museum's Executive Director Caroline Jean Fernald at caroline@millicentrogers.org. Please no phone calls.

Job Title: Museum Coordinator

Classification: Part-Time Non-Exempt

Pay: Hourly, \$12-15/hr

Reports to: Executive Director

Hours: 16-24 hours per week as determined and other hours as assigned, such as fundraisers and related tasks, receptions, specials events, etc.; must be able to work Sundays and some evenings

Summary:

Manages the opening and closing procedures for the museum and admissions desk on days worked and is the first contact for all museum visitors. Supervises all admissions staff and volunteers. Schedules tours and volunteers. Assists with other projects, events, and duties as assigned.

Duties and Responsibilities:

- Oversees opening and closing procedures; turns on all lights in galleries; checks all fire doors
- Unlocks main door at opening on days worked; responsible for locking and securing museum and office annex via alarm system; locks and unlocks gates to parking area
- Prepares reception lobby for business; keeps printed materials stocked and available
- Keeps lobby area neat; communicates any issues with lobby or museum galleries to appropriate staff
- Updates lobby screen with current exhibits and membership information
- Maintains admission drawer and extra change; maintains petty cash for admissions desk
- Balances admissions money, manages cash box donations, and processes credit card transactions; prepares daily deposit and communicates admissions income with finance director and appropriate staff
- Supervises and schedules admissions staff
- Welcomes visitors and accepts admissions money and passes; makes change as needed
- Keeps informed of current and upcoming museum activities; able to answer visitor questions about the museum and Taos in general
- Documents daily attendance figures and tracks appropriate categories; maintains attendance database; compiles attendance reports as requested
- Answers telephone and routes calls to appropriate museum departments; notifies staff of any guests
- Receives deliveries and packages and notifies museum staff

- Schedules all museum tours for all ages; arranges for docent-led tours
- Invoices and collects payments for tours; tracks and records related tour income and figures
- Cultivates and maintains positive relationships with tour groups, leaders, and companies
- Communicates information to tour groups and companies
- Supervises all museum volunteers
- Recruits, schedules, and trains or arranges training for all museum volunteers; works with staff in scheduling and training volunteers; schedules volunteers for special events
- Maintains volunteer database and tracks volunteer hours
- Helps organize and create volunteer events
- Fulfills other duties as assigned

Minimum Job Requirements:

- Graduation from high school
- Proficiency in written and spoken English
- Basic math skills required
- Experience working with the public; related non-profit, tourism, or museum experience preferred
- Outstanding communication and interpersonal skills; ability to communicate professionally via telephone, in person, in writing, and via email
- Ability to maintain sensitive and confidential information
- Ability to multi-task and work independently with frequent interruptions and little supervision; ability to set priorities and goals; ability to work with sequences and repeated procedures without supervision
- Ability to work successfully within a deadline driven environment
- Ability to use multi-line phone system; ability to use an alarm system
- Ability to present a friendly, helpful attitude to all visitors, staff, and volunteers at all times
- Proficiency in typing and using a computer, printer, and related office equipment, such as a fax machine
- Proficiency in Microsoft Office and Mac-related products
- Ability to learn new software programs
- Ability to supervise and train admissions staff and museum volunteers

- Ability to keep records of all admissions and volunteers

Working Conditions and Physical Effort Required:

- Position is primarily seated at the main desk during open hours of the museum without breaks
- Work requires sitting for long periods of time at a computer
- Requires frequent uses of fax, copier, computer, and telephone
- Requires working in changing temperatures
- Must be able to move through museum twice daily using keys to lock/unlock doors, set/disarm alarm system, and turn on/off lights
- Requires some bending, stooping, stretching, lifting up to 20 pounds
- Must be able to go outside to office annex to retrieve mail, use copier, fax, and attend meetings
- Work station is in an office with a window
- Position requires exposure to paper, printer, inks, and adhesives
- Requires mobility throughout museum and office annex