



ALL THINGS
OZ MUSEUM

Director of Daily Programming

Job Title: Director of Daily Programming

Reports to: Executive committee and Board of Trustees

Status: Part time; hourly

MAJOR DUTIES AND RESPONSIBILITIES

- Open museum and gift shop during regular business hours. Give tours as needed.
- Sell, Pack, and ship online orders and telephone orders.
- Answer phone, retrieve voice mail, return calls in a timely matter
- Retrieve mail and respond accordingly
- Log in collection using museum software as directed.
- Work with the grant writer and local community organizations on obtaining grants for the foundation.
- Communicate with membership via mail, email, phone or in person
- Maintain contact with members of the community and tourism entities and answer questions about the museum, its programs and the community.
- Communicate with other museums, government officials and tourism organizations.
- Actively promote the tours, bookings, participation in events.
- Record all museum income and expenses.
- Create and deliver quarterly e-newsletter to all members.
- Update website, Facebook, Twitter, and other social media as needed
- Record and update memberships. Annual membership renewal billing and follow up.
- Maintain gift shop and museum in a clean, welcoming and safe environment
- Prepare a report for the monthly board meetings.
- Other duties as assigned.

QUALIFICATIONS FOR THE POSITION

Experience Preferred

- Three years administrative or non-profit experience and some retail experience.

Other

- Must have the ability to work independently
- Friendly & Outgoing
- Attention to detail