Office Manager
Abbe Museum
Bar Harbor, Maine
Type: Full Time, Experienced - with consideration for job share, flexible, or hybrid work schedules for qualified candidates.
Required Education: High School Diploma or equivalent
Salary: $45,000 - $52,000 with benefits

With the mission to inspire new learning about the Wabanaki Nations with every visit, the Abbe Museum offers changing exhibitions and a robust programming schedule for all ages, and welcomes 30,000 visitors each year on Mount Desert Island, Maine, home of Acadia National Park. The Abbe is a decolonizing museum committed to collaborative practice, privilege of Indigenous voice and perspective, and a commitment to telling the full truths of history. Wabanaki people are engaged in all aspects of the museum, from curatorial roles to policy making. In addition, The Abbe is a member of the International Coalition of Sites of Conscience and is the only Smithsonian Affiliate in Maine.

Description: The Office Manager is an important position within the fast-paced Abbe Museum environment with three main areas of focus: Office Coordination, Facilities Management, and Executive Assistance. We are looking for someone to support high levels of organizational effectiveness, communications and safety, and smooth office, building, and meeting operations.

Responsibilities:

Office Coordination:
The Office Manager is responsible for overseeing smooth operations and supporting high levels of organizational effectiveness including:

- Monitoring and ordering office supplies, kitchen, and equipment inventory
- Coordinating with external office vendors including IT, software license management, copier/printer management, and phone systems providers
- Maintaining organizational online and physical filing systems
- Coordinating organizational correspondence, including mail retrieval, and directing public inquiries (phone and email)
- Overseeing guest reception and meeting set up including calendar invitations, A/V and general technology set up
- Providing Human Resources support, including onboarding, and office policy and protocol coordination

Facilities Management:
The Office Manager is responsible for monitoring and coordinating operation, upkeep, and repair of the Abbe Museum’s facilities including:
- Coordinating building contractors including repairs and maintenance
- Monitoring environmental systems including AC, heating, and collections systems (in coordination with Curator for Exhibits and Collections)
- Coordinating building contractors including repairs and maintenance
- Overseeing housekeeping service, recycling, and waste management
- Point person on building troubleshooting, security response and management
- Managing distribution and tracking of employee building keys

**Executive Assistance:**
The Office Manager supports the smooth operations of the Executive Director and leadership team including:
- Assisting Executive Director with calendar, travel, and meeting coordination
- Overseeing Governance (Board and Wabanaki Council) meeting coordination and packet preparation
- Supporting Advancement operations including data entry, tracking, acknowledgements, and event assistance
- Occasional public event and front-line support

Additional tasks as needed.

**Organizational Relationships:** This is a full-time, salaried position reporting to the Deputy Director and working closely with the museum’s management team members including the Executive Director, Curator of Exhibits and Collections, and Finance Director. The Office Manager coordinates contractors, vendors, and occasional volunteers.

**Experience and Education:** A high school diploma (or equivalent) and proven office management, administrative, or assistant experience. At least two years working in a busy office environment and one year of facilities coordination is preferred.

**Required Skills:** The Office Manager must have the highest standards of integrity and be capable of working with confidential information, managing finances responsibly, and a commitment to meeting deadlines. Knowledge of administrative and human resources management practices and procedures, facilities systems, and Microsoft Office computer skills required. The Office Manager should also have excellent clerical, written and verbal communication skills, organizational and planning skills.

**Preferred Qualities and Skills:** Candidates who have an attention to detail and an ability to multitask and prioritize work will excel. Ability to manage relationships and work closely with a small team are highly desirable, given the small museum environment. A knowledge of and respect for Wabanaki cultures and DEI practices is desirable.

**Working Conditions:** Majority of time will be in office setting, using computers, general office equipment, and building systems including climate control and alarm systems. As secondary contact
for building systems, the position may require phone calls or alarm checks outside of regular working hours. Approximately 60% of work requires onsite resources; potential for the remainder to be blended onsite and remote. Lifting of up to 25 lbs may be required.

**Work Schedule:** Typical schedule averages 40 hours per week, though individual weeks may vary. Occasional events or meeting support may require flexible scheduling.

**Institutional Expectations:** Every employee participates as a fully integrated part of the team. Every employee is mindful of our fundraising needs and is involved in the process. Every employee is committed to furthering the decolonizing work of the museum.

**We will be accepting applications until the position is filled.** To apply, please provide a cover letter, resume or CV, and information for three references. Please send complete applications via email to:

Jill Sawyer  
*Deputy Director*  
*search@abbemuseum.org*

Or via mail to:

Abbe Museum  
Attn: Office Manager Search Committee  
PO Box 286  
Bar Harbor, ME 04609

No phone calls, please.

**Equal Opportunity Employment Statement**

The Abbe Museum is an equal opportunity employer, and its management intends to fulfill, to the letter of the law, all provisions under federal, state, and local employment regulations which prohibit discrimination with respect to employment. Accordingly, we will not discriminate in hiring, promotion, compensation, discharge, or any other term or condition of employment due to gender (including pregnancy or related medical condition), age, race, color, ancestry, disability, sexual orientation, religion, national origin, marital status or covered veteran status. We will not discriminate against anyone who has filed a worker’s compensation claim, nor an employee who has brought to management’s attention an irregularity or violation of regulation under the Whistleblowers’ Protection Act. We will not permit, condone, or tolerate unlawful discrimination against employees in any manner whatsoever. All employees and supervisors are obligated to support the concept of equal employment opportunity at the Museum.