

**Reports to:** Executive Director

**Status:** Full time, Non-Exempt

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### **Mission and Description of the Metal Museum**

The Metal Museum is the only museum of its kind in the country dedicated to the advancement of the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections of fine metalwork, educational programs and publications featuring artists of national and international importance to the field. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

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### **Purpose**

Assist the Executive Director with administrative oversight of the Metal Museum, providing support that ensures the Museum goals and objectives are accomplished and operations run efficiently.

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### **Essential Functions and Responsibilities**

#### **Administrative Duties**

1. Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the other employees, donors and patrons
2. Coordinate scheduling of Guest Services employees, manager on duty, and lunch coverage
3. Schedule and coordinate staff meetings and social events
4. Provide human resources support by onboarding new employees and tracking employee leave, among other duties
5. Facilitate internal communications among staff members and, as appropriate, the Board of Directors
6. Assist with board meetings, including but not limited to scheduling meetings, document preparation, and taking minutes
7. Review all invoices to be sure they are properly assigned prior to submitting to the bookkeeper
8. Research and make recommendations regarding services and software, including for new or changing service or software providers
9. Maintain files, both online and physical, and general communications, including the [info@metalmuseum.org](mailto:info@metalmuseum.org) email address
10. Develop and update forms and policies
11. Oversee various annual licensing and renewals
12. Order office supplies
13. Identify opportunities for more efficient workflows

#### **Rentals**

1. Promote and schedule all Metal Museum facilities rentals
2. Answer phone calls, emails, and conduct site visits with prospective rentals clients, communicating Museum guidelines for utilizing event space and advising on services available from independent contractors necessary for events
3. Prepare event checklists to coordinate supportive services required by clients before and during events.
4. Maintain accurate, organized, and confidential records of contracts, payments, and client information
5. Assure the safety of visitors, staff, works of art and facilities by following and enforcing all related operational policies and procedures in the planning and execution of events.

6. Serve as Museum's primary representative for events and assign other staff to be present during events
7. Serve as Museum liaison to rental partner, Mahaffey, and as primary point of contact for Museum preferred and prospective vendors
8. Administer contracts with contractual service providers and, as necessary, represent the Museum in resolving problems encountered by clients
9. Develop strategies to increase event volume, as well as event revenue by participating in budget forecasting and marketing

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### **Qualifications**

- High School Diploma or equivalent
- 3 – 4 years working in an administrative role
- Superb written and verbal communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Ability to keep company confidences

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### **Hours, Compensation, and Benefits**

The work week for this position is Tuesday through Saturday, 9:30 AM – 5:00PM. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week before, during, and after Repair Days, which is held annually in the fall.

The starting salary range is \$38,000 - \$48,000. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

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### **To Apply**

Send cover letter, resume and three references to Carissa Hussong, Executive Director, at [carissa@metalmuseum.org](mailto:carissa@metalmuseum.org). Please, no phone calls.

The Metal Museum is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.