

## **Sandy Spring Museum**

### **Museum Manager**

#### **Reports to Executive Director**

#### **Supervises Museum Facilitators and Maintenance Coordinator**

Sandy Spring Museum is a private, independently operated museum located between Washington DC and Baltimore. The Museum is in an exciting period of growth – embarking on a new strategic vision and mission, which connects diverse communities and advances social equity through shared and inspiring experiences of our region’s cultural heritage. We are looking for a team member who has experience working in a community-focused organization, who brings energy, enthusiasm, and an entrepreneurial approach to his/her work, and who is creative, self-motivated, and has demonstrative leadership skills.

#### **Primary Responsibilities**

Plan, organize, supervise, and manage daily administrative and operational functions related to the Museum facilities and services. Ensure excellent customer experience by managing general operations, including private use of the museum, managing front-line staff and maintaining the appearance and function of the facility and grounds through supervision of the Maintenance Coordinator.

- 1) Monitor and evaluate operational efficiency and effectiveness of the Museum including customer experience and service delivery methods and procedures. Identify opportunities for improving the customer experience.
- 2) Recruit, hire, supervise, train, mentor, and evaluate facility staff.
- 3) Plan, organize, supervise, and manage daily administrative and operational functions related to the Museum facility and services. Provide staff support for the smooth presentation of programs, events, and rentals, which includes audio-visual equipment as required.
- 4) Manage third party use of the building through rentals. Serve as the face of the museum to potential renters, facilitating rentals and managing contracts. Ensure that renters have an excellent experience through professional conduct, appropriate staffing and presenting a well-maintained facility.
- 5) 5) Manage program and event staffing and equipment set up.
- 6) Communicate facility issues on a timely basis to the maintenance coordinator and ensure that work is completed efficiently.
- 7) Maintain a safe environment for building occupants and visitors. Document emergency protocols and procedures.
- 8) Serve as point of contact for basic museum functions, such as phones, copier, and supplies. Order supplies as necessary. Troubleshoot phones and copier issues.
- 9) Man front desk during regular office hours.

## **OTHER**

**Work to enhance the overall mission of the museum by working collaboratively with staff and volunteers. Other duties as assigned.**

### **Required skills and traits**

- Excellent IT skills, including a facility in all Microsoft 365 products
- Facility with learning new computer skills, such as a relational database
- Ability to organize and plan own work, and respond to public requests quickly
- Excellent attention to detail, with the ability to maintain a high level of accuracy.
- A flexible, pro-active approach to work including the ability to prioritize and re-prioritize.
- Ability to work on own initiative.
- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Ability to lift 25 pounds and stand on feet for portions of the day

Dress is business casual.

## **CONDITIONS OF EMPLOYMENT**

This is a 37.5 hour/week, exempt position. While most hours are worked between 9am – 5pm on weekdays, it is sometimes necessary to attend some evening and weekend events, or staff a facility rental if no part-time staff are available. Proof of a COVID-19 vaccine is required. Payroll is processed once a month and all employees are required to have direct deposit. Benefits include generous vacation time, a 403b, and health insurance. Maryland is an employment-at-will state.

To apply, please send **a single PDF** with a cover letter detailing your relevant experience, a resume, and three references to [aweiss@sandyspringmuseum.org](mailto:aweiss@sandyspringmuseum.org). Applications will be reviewed as they are received.