

**Job Description: Museum Operations Manager**  
**Owensboro Area Museum of Science and History**

**Position Summary:**

The Museum Operations Manager plays a pivotal role in the Owensboro Area Museum of Science and History by overseeing the daily operations, staff coordination, and execution of special events. Reporting to the Executive Director, this full-time position ensures a seamless and engaging experience for visitors while managing the logistical and operational needs of the museum. The Operations Manager also supports the museum's mission by maintaining high standards of service and fostering a collaborative work environment.

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**Key Responsibilities:**

**Daily Operations:**

- Supervise and coordinate daily activities, including visitor services, gift shop operations, and facility maintenance.
- Create staff schedules to ensure coverage during all operating hours (6.5 days per week).
- Address and resolve operational challenges promptly to maintain a high-quality visitor experience.

**Staff and Volunteer Management:**

- Supervise and support hourly staff, including training, performance evaluations, and scheduling.
- Oversee recruitment, training, and management of volunteers to support operations and events.
- Foster a positive and inclusive work environment that encourages teamwork and professional development.

**Event Coordination:**

- Plan, organize, and execute museum events, such as educational programs, community activities, and private rentals.
- Collaborate with the Executive Director and other stakeholders to ensure alignment with the museum's mission and goals.
- Manage event logistics, including setup, staffing, and troubleshooting.

**Facility and Safety Management:**

- Oversee the maintenance and cleanliness of museum facilities in partnership with the Executive Director and custodial staff.
- Ensure compliance with safety regulations and protocols for visitors, staff, and volunteers.
- Monitor and address issues related to building security and emergency preparedness.

**Administrative Duties:**

- Track and manage inventory for supplies, gift shop merchandise, and event materials.
- Maintain accurate records of attendance, revenue, and operational performance.
- Assist the Executive Director with operational reports and budget planning.

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**Qualifications:**

- Associate's or Bachelor's degree in business administration, museum studies, event management, or a related field (or equivalent experience).
- Minimum of 3 years of experience in operations management, event planning, or a similar role.
- Strong organizational and problem-solving skills with an ability to multitask in a fast-paced environment.
- Excellent interpersonal and communication skills, with experience managing diverse teams.
- Proficiency in Microsoft Office Suite and point-of-sale systems; experience with volunteer management software is a plus.
- Knowledge of museum operations or the nonprofit sector is preferred but not required.

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**Salary Range and Benefits:**

- **Salary Range:** \$35,000- \$40,000 annually, commensurate with experience and qualifications.
- **Benefits:**
  - Health insurance Stipend (to off- set medical, dental, vision).
  - Flexible scheduling options for work-life balance. Position will work staggered hours/days making sure events are supervised.

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**Application Process:**

Interested candidates are invited to submit a cover letter, resume, and a list of three professional references to [igsettle@owensboromuseum.org](mailto:igsettle@owensboromuseum.org) Applications will be reviewed on a rolling basis until the position is filled. Must be able pass a background check.