



817 Main Street, Laurel, MD 20707

301. 725. 7975

www.laurelhistoricalsociety.org

## Museum Administrator

The Laurel Historical Society is seeking a motivated individual to manage the open hours at the Laurel Museum and complete museum operations and administrative duties. This position requires the ability of the Manager to staff our open hours, Friday through Sunday, 12-4 pm. In addition to this core function, the Administrator will be responsible for duties at the museum and while working remotely. Open hours and other tasks will total 25-30 hours/week.

This entry-level position is ideal for an emerging museum professional or someone seeking part-time employment in a small museum environment. Spanish language skills are a bonus. The primary responsibilities of this position include:

### Museum Operations:

- opening and closing the Laurel Museum (using both key and security codes)
- coverage of the front desk and Museum Shop during the open hours
- serve as the point of contact (assess, communicate, and monitor) for the Museum during open hours (Friday-Sunday, 12-4 pm) when other staff is off-site
- actively greet and orient visitors to the exhibit, the history of the Museum and Laurel
- promote the Laurel Historical Society (our programs, events, and volunteer opportunities, etc.) with visitors
- conduct shop sales using Square and handle cash, credit cards, and checks (and associated paperwork)
- maintain the daily general tidiness of the exhibits, museum shop, and public spaces
- work with staff and volunteers to maintain volunteer schedules and training opportunities

### Administrative Duties:

- monitor phone messages, emails, and check the PO box (at local post office)
- data entry tasks - such as processing membership dues and donations in PastPerfect and tracking attendance in spreadsheets
- support event registration and off-site events (local) as needed
- pack and ship online shop orders as needed
- monitor inventory of supplies and equipment
- use Microsoft- and Google-based systems and online tools to assist with the creation of signage and marketing materials, and communications
- Other duties as assigned by Executive Director

The Laurel Historical Society is a small community museum and archives with a strong volunteer corps and active Board of Directors dedicated to preserving and interpreting the history and cultural heritage of Laurel, Maryland. The museum environment can be fast-paced, is always changing, and requires flexibility.

The position reports directly to the Executive Director. This position requires the ability to walk up and down two flights of "historic" winder steps and lift up to 15lbs.

The pay for this position is between \$16-17 per hour. Please email a cover letter and resume to [resumes@laurelhistoricalsociety.org](mailto:resumes@laurelhistoricalsociety.org). The deadline to apply is February 15, 2024, although interviews may take place before the deadline. No phone calls or messages, please. Incomplete applications will not be considered.