



Shaker Historical Society Executive Assistant/Office Manager

The person who assumes this full-time, 40 hrs per week position will be the main contact for the museum, library and art gallery. He or she will be on site M-F, 9-5pm unless previously arranged with the Executive Director (with 30 minute lunch breaks). Some evening and weekend activities will also occupy this person's time.

He or she will support the work of the director and board and will be exposed to all areas of the museum's business. This person will have excellent customer service, organizational, administrative and computer skills and be a vital part of our 70 year old organization. As communication with the public and our members is such an important part of this role, the successful candidate will be an effective communicator, in writing and speaking, with superb grammar. After 70 years the Shaker Historical Society is on an exciting path, and we look forward to receiving your application.

Additional responsibilities, which might for example include greater responsibilities in the art gallery, Spirit Tree gift shop, educational activities, fund-raising, and press/PR areas, will be determined based on the successful applicant's experience and interests.

The vacancy will remain open until filled. No calls please. Please email your application or send questions to Dr. Ware Petznick, Executive Director, wpetznick@shakerhistory.org The Shaker Historical Society is an equal opportunity employer with a Non-Discrimination Policy.

Daily

Process mail & newspapers

Check voicemail (ensure outgoing announcement is up to date)

Answer phones

Greet visitors

Process Emails

Update your time sheet*

Update contacts for everyone as new contacts come in

Add reservations to ED's calendar as they come in (add the event form to the Outlook calendar)

Help open and close (lights, cash boxes, coffee maker)

Weekly

Remind Sunday docent to collect/return key

Process memberships with letter, card and upcoming events

Facebook posts / social media calendars

Update calendars on website, banners for important things on home page

Deposit checks (US BANK on Lee -right side of road almost to Cedar)

Update eTapestry database with financial, visitor, membership and programming information (from guest book and from Spirit Tree binder)

Prepare posters for upcoming events, print and distribute per calendar (update posters in Lobby)

Monthly

Process newspaper clippings (log, scan, print and discard original)

Report volunteer hours, visitation numbers to OHS/ED

Send membership reminders for that month

- Print an alpha by last name list of current members and put in the Spirit Tree binder
- Maintain daily sheets in the binder
- Schedule volunteers (Board members at board meetings bi-monthly)
- Check if Board contact sheet is up-to-date
- Order office supplies (perhaps bi-weekly) check white board for things needed
- Prepare list of new members, donations for newsletter
- Send upcoming events notice to OHS for ECHOES newsletter

Monthly – Executive Committee and Board Meetings

- Prepare a report of your accomplishments since the last ExCom meeting & send to ED
- Include financial information of memberships/volunteers
- Print upcoming calendar for board members to sign up for docent duty

Every Six Months

- Prepare for a review

Yearly

- Total visitation, volunteer and membership figures
- Print mailing lists to distribute to ED and Board to review BEFORE mass mailings (suggest Aug/Sep)
- Prepare CAC application and annual review information

