

PENOBSCOT MARINE MUSEUM

Job Title: Office Manager
Reports to: Executive Director
Job Terms: Non-Exempt, 40 hours per week
Updated: January 2023

Penobscot Marine Museum seeks an Office Manager for a 40-hour a week year-round position. The position is primarily weekdays, with some evenings and weekends required, particularly during the museum's peak season from July-October.

Responsibilities:

The Office Manager is primarily responsible for the day-to-day administrative operations of the Museum, including overseeing bookkeeping and human resources, serving as the receptionist, providing administrative support, and coordinating meeting and program logistics. Duties include but are not limited to the following:

- Serve as the receptionist for the Museum Office.
 - Serve as the first point of contact for callers and Museum Office visitors.
 - Answer phones, direct calls, and take and deliver messages.
 - Retrieve and deliver mail both on a daily schedule and additionally, as needed.
 - Open daily mail according to accounting practices and distribute to staff.
 - Provide general Museum information to the public.
 - Maintain the Museum voicemail system and manage the general voicemail box.
 - Assist with the general communication needs of the Museum Office.
- Work with the external bookkeeper and Executive Director on accounts payable, accounts receivable, and cash management.
 - Enter deposit information onto a deposit spreadsheet and bring daily deposits to the bank.
 - Serve as the liaison to the bookkeeper for accounts payable, accounts receivable, cash management, journal entry, and the general ledger.
 - Oversee staff purchasing and reimbursements.
 - Distribute monthly and annual financial statements to the Executive Director, Executive Committee, and Board of Trustees.
 - Serve as the primary contact for the annual audit process with the external auditors and bookkeepers.
- Coordinate PMM's Human Resources functions.
 - Work closely with the Executive Director to establish and disseminate Human Resources policies and procedures.
 - Administer payroll and benefits paperwork.

- Oversee administration of workplace safety and labor law compliance to meet all state, local, and federal standards.
- Track active volunteers, necessary paperwork, and hours served. Assist with recognition activities.
- Complete general office tasks and oversee supply inventory.
 - Complete projects throughout the Museum that require assistance with minute-taking, word processing, filing, copying, scanning, and maintaining records.
 - Complete large mailings.
 - Oversee the inventory of general office supplies, cleaning supplies, and printer toners; coordinate reordering.
 - Oversee organization and distribution of all supplies.
- Oversee the logistical details of meetings, events, programs, and seasonal decorating.
 - Manage registrations for events, programs, and group tours.
 - Coordinate facility use for meetings and events, including room set-up and take-down.
 - Coordinate refreshments and clean-up.
 - Coordinate decorating the campus for holidays and our season opening.
- Assist with marketing and development.
 - Proofread email newsletters.
 - Enter donors and donations into Little Green Light donor database.
 - Generate acknowledgment letters.
 - Help with social media posts.
 - Distribute marketing materials.
- Provide coverage in other Museum departments as necessary.
 - Regularly cover Museum Store staff breaks and serve as a substitute.
 - Attend evening and weekend events and programs, staff off-site shows and expos, and fill in where needed.
 - Open and close buildings on occasion.
- Fulfill the responsibilities of all core PMM staff:
 - Remain current in the field and engage in ongoing professional development.
 - Attend weekly staff meetings and relevant committee meetings.
 - Participate in PMM-organized events including fundraisers, galas, speaker series, and other special events.
 - Participate in PMM outreach activities throughout the community and region.
 - Promote PMM and its activities through social media and other marketing.
 - Assist in maintaining a safe and welcoming museum campus.

Qualifications and Skills

- Strong organizational skills and attention to detail.
- Excellent communication skills, including outstanding customer service and phone etiquette and strong written and verbal skills.
- Ability to keep and organize records and files.
- Demonstrated ability to maintain confidentiality.
- Ability to prioritize tasks to meet critical deadlines.
- Ability to be flexible in assignments and problem-solve.
- Knowledge of standard bookkeeping procedures necessary; experience with QuickBooks preferred.
- Familiarity with human resource policies and regulations.
- Proficient in Microsoft Word and Excel, Google Calendar and Gmail, and basic graphic design.

Wages and Benefits

- \$19-\$20/hour paid biweekly.
- Accrued paid vacation, sick time, and earned paid leave plus 13 paid holidays and 2 floating holidays annually.
- Eligible for health insurance with 70% employer contribution for employee premiums and an HSA plan with an annual employer contribution.
- Eligible for SIMPLE retirement plan with a 3% matching employer contribution.
- Employer paid short term disability, long term disability, and life insurance.
- Family membership benefits to the Penobscot Marine Museum.
 - Option to pay \$75 for the premium membership which includes reciprocal membership for CAMM and NARM.
- Free admission to speaker series programs and other programming.
- 20% off in the gift shop.

To apply, email cover letter, resume and contact information for three references in a single PDF document to Karen Smith, Executive Director, at ksmith@pmm-maine.org. Applications will be reviewed beginning January 23, 2023.