



Job Title: Museum Manager

Location: Oxford, MD

Status: Part-Time, seasonally adjusted hrs. (approx. 15 hrs./wk. Dec-Feb; 25 hrs./wk. Mar-Nov)

Pay Rate: \$23.00 per hr. (approx. 1200 hrs. annually). Employee benefits are not provided.

Reports to: Board President

Position Summary:

The Oxford Museum seeks a dynamic and self-motivated Museum Manager to work with the Board of Directors in preserving and promoting the history of Oxford, MD. The Museum Manager position requires a high degree of autonomy, initiative, and multi-disciplinary skills. Key responsibilities include working with/assisting the Board of Directors and various committees in fundraising, project and facilities management, partnership-building, and ensuring the Museum fulfills its mission as a vital community resource.

Key Responsibilities:

Leadership & Administration

- Manage day-to-day operations, including financial oversight, staffing (interns), compliance with non-profit regulations, recordkeeping, filing and backups.
- Ensure timely reporting to the Board and maintain transparency and communication regarding organizational performance.
- Attend Board and Committee meetings as required.
- Collect and record all cash income (donations, gift shop sales, membership dues, annual giving) and make deposits. Submit all deposit documentation and approved invoices to the Treasurer.
- Maintain up-to-date records of memberships using Past Perfect, send monthly renewal notices and acknowledgements, and follow up on delinquent memberships.
- Retrieve and process all mail, email and phone messages. Monitor drop-box.
- Schedule *Zoom* meetings as needed.
- Monitor retail Square sales system transactions.
- Assist Curator and Docent Coordinator in recruiting, training, scheduling, and managing Museum interns and volunteers.



- Monitor and maintain all office and Museum supplies (printer ink & paper, bathroom and cleaning supplies, stamps, stationery, envelopes, thank you notes, etc.)
- Be the primary contact for all Museum operations.
- Assist in maintaining the overall Museum appearance.
- Serve as Museum docent as needed.

Facilities Management

- Coordinate with the Building & Grounds Committee on planning and carrying out lawn, garden, and fountain maintenance and repairs.
- Coordinate with approved contractors & vendors as needed.

Community Engagement, Public Relations & Marketing

- Maintain positive relationships with community leaders, local governments, and regional organizations to promote collaborative initiatives.
- Represent the Museum at public events and within professional networks.
- Coordinate the Museum website content with website administrator. Maintain Museum calendars, communications and social media lists. Assist the Communications Committee with press releases and social media as needed.
- Assist the Editor of the quarterly newsletter.
- Assist the Events Committee in planning and executing Museum events). Maintain RSVP lists and attend and assist at events.
- Coordinate arrangements for special programs and speakers as needed.
- Assist the Marketing Committee in promotion of events and programs.
- Coordinate the printing and distribution of Museum rack cards, brochures, flyers.

Fundraising & Development

- At the direction of the Board, coordinate all fundraising efforts .
- Assist the Development Committee and manage the annual giving drive.
- Ensure all donors receive prompt acknowledgement of their donations, dues and gifts.

Qualifications:

- Associate's Degree and two years relevant experience, or an equivalent combination of education and management experience.



- Self-motivated, organized, flexible and detail oriented.
- Self-starter with a high level of initiative, creativity, and ability to work independently.
- A “people-person” who enjoys meeting and working with volunteers and guests.
- Strong organizational and management skills and the ability to oversee multiple initiatives simultaneously.
- Strong interpersonal, written, and verbal skills.
- Proficient in, or willing to learn and stay current with software skills. (Including, but not limited to - Microsoft Office, Google Workspace, Past Perfect, and social media platforms).

Work Environment:

This position requires occasional evening/weekend hours for events or meetings. Light physical activity may be needed in connection with maintaining building and grounds, exhibit set-up, etc. Many responsibilities can be carried out while working from home.

Application:

Please send a resume and letter of interest, including why you would like to join the museum team, and your contact information to presoxfmus@gmail.com