

**Mennonite Life  
JOB DESCRIPTION**

**Title: 1719 Museum Administrator**

**Full Time Equivalent: 1.0**

**REPORTS TO: Executive Director**

**Summary:** Manages 1719 Museum daily operations and site. Collaborates as a key member of the Administrators Group for Mennonite Life.

**QUALIFICATIONS:**

1.	Supports the vision, mission, and guiding values of Mennonite Life.
2.	Respects the dignity and diversity of all persons.
3.	Functions as a positive team member in carrying out Mennonite Life's mission.
4.	Demonstrates flexibility and openness to change.
5.	Ability to see the big picture as well as carefully attend to details.
6.	Friendly interpersonal skills with a focus on internal and external customer service.
7.	Ability to communicate in a professional manner by phone, email, and in person.
8.	Excellent technology skills.
9.	Have reliable transportation

**REQUIREMENTS:**

1.	Bachelor's degree with major in history, American studies, anthropology, or other relevant concentration required. Masters degree preferred.
2.	Willingness to familiarize yourself with Mennonite history and culture in Lancaster County, Pennsylvania as well as the basics of the larger Anabaptist story required
3.	At least 2 years of supervisory experience required.
4.	Demonstrated successful project management skills required.
5.	Public educational programming experience required.
6.	Employment experience at a historic site preferred.
7.	Must pass all child protection clearances.
8.	Must be available to work at least two Saturdays a month during open season: April - October
9.	Member of Anabaptist Mennonite heritage beneficial.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

**MUSEUM ADMINISTRATION & MANAGEMENT:**

1.	Oversee daily operations of the museum, with focus on professionalism & customer experience.
2.	Provide for supervision of on-site museum staff and volunteers, following Mennonite Life's approach to supervision. Includes supervising the Program Assistant.
3.	Cultivate and maintain healthy relationships with stakeholders including, but not limited to, customers, programming partners, neighbors, relevant government entities, and Mennonite constituent congregations and conferences.

4.	Work with Executive Director to develop new audiences, fundraising strategies, and create and execute a balanced budget.
5.	Ensure finances handled responsibly and accountably, including timely processing of income receipts and expense invoices
6.	Engage in healthy collaboration throughout Mennonite Life, participating in organization wide meetings as requested.
7.	Bring flexibility and a positive approach to managing the many unexpected situations that arise in a small museum context.
<b>VOLUNTEER RECRUITMENT &amp; MANAGEMENT:</b>	
1.	In partnership with the volunteer coordinator, recruit a network of volunteers to perform most aspects of museum operations such as tour guiding, staffing the museum store, and the like.
2.	Resource volunteers for excellence and hold them accountable for delivering to expectation.
3.	Convey to volunteers the community impact they're making through their invested time and energy and gratitude for that investment.
<b>FACILITIES, GROUNDS, &amp; COLLECTIONS CONSERVATION:</b>	
1.	Oversee proactive maintenance of facilities and grounds, in conversation with the Executive Director and within budget.
2.	With Collections Curator and Archivist & Librarian, ensure conservation and security of artifacts, documents, collections.
3.	In collaboration with Collections Curator, carry out strategic objectives regarding collections documentation, cataloguing, deaccessioning, and accessibility.
<b>EDUCATIONAL PROGRAM:</b>	
1.	In conversation with Executive Director and museum stakeholders, develop museum educational program that fits within Mennonite Life vision and mission.
2.	Create an interpretive plan that guides decision making and, ultimately, customer experience.
3.	Collaborate closely with Native partners and Executive Director to ensure Lancaster Longhouse is appropriately integrated and interpreted in the museum experience.
<b>COMMUNICATIONS, MARKETING, DEVELOPMENT:</b>	
1.	Collaborate with the Storyteller: Digital & Communications to effectively promote the museum to schools and to the general public.
<b>SKILLS:</b>	
1.	Computer Skills – Strong proficiency in Microsoft Office Suite, Google applications, and in general use of internet-based software. Willingness to learn to use, and follow protocols of, the organization's collections management system.
<b>PHYSICAL REQUIREMENTS:</b>	
1.	Capable of walking and standing, moderate lifting (40 lbs).
2.	Capable of climbing stairs.

Salary: \$51,000

Full-time benefits: Health insurance, paid time off, retirement contribution