

Sul Ross State University
Revised Position Description

Official Title: Museum Activities Coordinator **Salary Group:** 9 **Job Code:** 3249

Summary

Function: Provide highly skilled administrative and managerial assistance in the museum.

Scope: Coordinate wide variety activities in the museum including office, gift shop, volunteers, programs and events.

Duties

Essential: Prepare and maintain administrative and financial records of museum including correspondence, files, purchases, donations, deposits, credit card, petty cash, travel, accounts and budgets. Manage the museum bookstore and gift shop including purchases, merchandising, display, inventory, and sales. Supervise volunteer staff and student employees. Manage museum office, daily opening and closing of museum including Saturday and Sunday. Assist Director with public relations, Advisory Committee, programs, special events and fundraisers including publicity, advertising, food, flowers, mailing lists, invitations and reservations. Manage adult and children's program registration and fees. Maintain visitation records and calendar for events, tours and programs. Maintain membership and mailing databases and organize all mailings.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: Museum Director; broad instructions on policy and procedure.

Given: Supervises volunteers and student workers.

Education/Experience

Required: College or business school courses or equivalent.

Preferred: Experience in retail management, fundraising, event planning, public relations and/or advertising.

Equipment/Skills

Required: Excellent computer skills including Word and Excel, and standard office machines.

Working Conditions

Usual: Office conditions; Standard office hours with some additional evenings and weekends; exempt from overtime provisions; position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: August, 2013