The Morrison County Historical Society seeks an energetic and customer-service oriented individual for the position of Museum Manager for the Charles A. Weyerhaeuser Memorial Museum in Little Falls, Minnesota.

This position will include front-desk duties, fiscal management, patron and member relations, research assistance, and general office work for the Museum.

A complete position description and preferred qualifications can be found below.

Position will start at 30 hr/wk with potential for increases. Starting salary up to $21/hr d.o.q.

Please send cover letter, resume, and names/contact information of three (3) professional references to: Morrison County Historical Society, PO Box 239, Little Falls MN 56345; mocohistory@gmail.com.

Application deadline: 4:00 p.m.; Wednesday, August 14, 2024.

Position: Museum Manager

Hours per week: 30 starting

Purpose of position: To perform a variety of functions relating to office management, patron relations, and bookkeeping for the Charles A. Weyerhaeuser Memorial Museum and Morrison County Historical Society.

Major responsibilities:

    A. Customer Service (50%)
1. Greet visitors
2. Answer phone
3. Assist researchers, tours, and events
4. Assist with social media posts
5. Donor relations
6. Gift shop sales

    B. Office Management (30%)
1. Track revenues and expenditures and pay all bills using QuickBooks
2. Manage monthly financial reports
3. All payroll-related items
4. Work with accountants for Form 990 and other quarterly and annual reports.
5. Procure museum-related supplies as needed
6. Membership list management
7. Contribute to MCHS newsletter
8. Oversee museum gift shop.

    C. Other duties as assigned/needed (20%)

Preferred Qualifications:
1. Degree in bookkeeping, office management, or similar.
2. Experience in customer service and patron relations.
3. Experience with, or willingness to be trained on, QuickBooks or similar accounting software.
4. Experience with, or willingness to be trained on, customer relations management software.
5. Ability to work with a diverse public.
6. Passion for and interest in local history