



KOCH FAMILY CHILDREN'S MUSEUM OF EVANSVILLE (cMoe)
Office Manager
Full-time/Non-Exempt
\$15/hour; 35-40 hours a week
Position Announcement
Posting date: March 5, 2019

The Koch Family Children's Museum of Evansville (cMoe) is seeking an organized and motivated professional with superior verbal and written communication skills to support the Museum leadership in running day-to-day tasks of the museum.

About the Koch Family Children's Museum of Evansville (cMoe) - www.cmoekids.org

Since its founding in 2006, the Children's Museum has been the only museum in Evansville that is entirely devoted to children ages 0-12. With interactive exhibits and a wide array of early literacy, science, math and art activities, the Museum's purpose is to enrich children's lives and to positively impact the Evansville community through inspired play.

Position Overview

The responsibility of the Office Manager is to support the Museum in the completion of our mission through day to day activities which include, but are not limited to, office management, logistics, finance and communications support. The job requires a Completer/Finisher able to co-ordinate a number of tasks, ensure sensitive materials are kept in confidence, and can professionally represent the department with internal and external contacts. The position reports directly to the Deputy Director and takes some direction from the Museum's Executive Director.

Specific responsibilities include:

▪ **Customer Service (30%)**

- Pick-up and deliver mail to post office daily.
- Prepare materials for mailings, meetings, and training or solicitation packets upon request.
- Respond to incoming calls and follow up on reservation requests, confirming arrangements by telephone, email or mail.
- Produce Employee Newsletter.

▪ **Finance (20%)**

- Order and maintain all office supplies and equipment
- Perform all account payable/receivable tasks as outlined in operational policy.
- Manage payments for reservations and maintain accurate financial records of reservation deposits and payments.
- Submit payment requests for administrative expenses including utilities, insurance, etc.
- Prepare vendor invoices, when needed.

▪ **General (30%)**

- Collaborate with and support appropriate Museum staff in fundraising, the development of activities and programs, coordination of events and procurement of materials; support Member recognition and Membership Drive initiatives.
- Mail confirmation packets for all birthday parties and field trips after collecting deposits.
- Order birthday cakes, pizzas and supplies for birthday party goody bags. Provide Guest Services with birthday party paperwork, t-shirts and goodie bags prior to date of party.

▪ **Administrative (20%)**

- Distribute monthly reports to all Board Members prior to each Board Meeting and prepare other materials as requested by Executive Director.

- Create and email-blast Membership Surveys periodically; review Membership and Field Trip survey responses periodically and share feedback of interest or concern with Leadership Team.
- Process new and renewal Memberships.
- Support and assist Executive Director in handling human resource matters to ensure compliance with state and federal labor laws (i.e. processing payroll, conducting background checks, maintain employee files, etc.)
- Prepare contracts and invoices for facility rentals and keep accurate records of rental calendar
- Coordinate logistics of event and technical services for the users of the facility to include seating plans, security, maintenance crews, etc.
- Maintain database (Altru) performance by troubleshooting problems.

Ideal Candidate Qualifications

- Associates or Bachelor's degree in business administration or related field
- A minimum of 1 year Office Administration, bookkeeping and human resource experience.
- Ability to interact with children, parents, grandparents, nannies and other guests in a professional manner
- Excellent computer skills and multitasking abilities
- Strong communication skills, flexibility and responsibility, decision-making skills, and leadership skills

Application Instructions for the Position of Office Manager:

Please review the position description and send the following items to nhaddix@cmoekids.org no later than **March 19, 2019**:

- Cover letter including 1-3 bullet-list summary that explains how your previous experience supports the duties and responsibilities listed in the position description.
- Resume'
- List of 3 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. *(Do not send letters of reference – we will contact references directly.)*
- Please be sure to write "Office Manager" in the subject line of your email.

Review of applications will begin upon receipt and will continue until position is filled. After we have reviewed your application materials, we will contact you. Finalist for this position will be subject to a pre-employment background check as a condition of employment. We anticipate a target starting date of April 8, 2019.

Thank you for your interest in the Koch Family Children's Museum of Evansville. We look forward to receiving your application.

The Koch Family Children's Museum is an Equal Opportunity Employer.