

Lowell Area Historical Museum

Administrative Assistant

Compensation:

\$12.00-\$15.00/hour, 10 hours per week

Work Schedule:

Primary schedule Tuesday and Thursday 11:00-4:00. Some flexibility involved to accommodate programs which may include occasional other weekdays, evenings or weekends and the schedule of the employee.

Job Summary:

The Lowell Area Historical Museum is a small community history museum with a large mission. Dedicated to preserving and presenting Lowell area history, the museum has an extensive education program, active public programming and community exhibit outreach. Recognized as an exemplary small museum, programs such as Museum Immersion, Grandma's Trunk and more place the Lowell Area Historical Museum at the center of our community.

The Administrative Assistant works closely with the Executive Director and Director of Education and Programs to promote the mission of the Museum. The Administrative Assistant is responsible for clerical duties including data entry, filing, ordering office supplies, mailings, etc. The position also assists with public open hours and research requests. Assistance with public programs, education programs and other museum events throughout the year forms an important part of the duties.

Primary Responsibilities

- Maintain Office Records
- Assist with data management and correspondence related to membership, memorials and museum activity
- Schedule Volunteers
- Assist with public visitors and researchers during open hours
- Answer research request
- Assist with Education programs
- Assist with set up of public programs
- Assists with production of quarterly Museum newsletter
- Assist with research projects
- Assist staff with light cleaning
- Other duties as assigned

Qualifications:

1. Museum or related experience preferred
2. Experience in nonprofit administration, Museum studies or education preferred
3. Experience with Word, Excel, Access, Publisher and Collective Access or similar Museum Collection management software, and familiarity with social media preferred
4. Strong organization and problem solving/critical thinking skills
5. Ability to work independently and see tasks through to completion with accuracy
6. Flexibility and reliability to work occasional evenings, weekends, and special events
7. Experience working with student and public audiences

Physical Demands:

1. Must be able to climb stairs
2. Must be able to push, pull or lift at least 25 pounds including tables, chairs and boxes.
3. Must be able to walk and/or stand for long periods.

HOW TO APPLY

Applications will be accepted and reviewed until the position is filled. **For best consideration, please submit a resume, cover letter and three professional references.**

Submit applications to:

Lisa Plank

Lowell Area Historical Museum

PO Box 81

Lowell, MI 49331

Or lplank@lowellmuseum.org