



City of Euharlee Employment Opportunity

Job Title: Museum Manager

Job Summary: To manage the operations of the Welcome Center and History Museum under the supervision of the Community Development Director.

Hours: Full-Time; Tuesday through Saturday, occasional evenings required with sufficient notice.

Essential Functions:

- Greet, supervise, and provide information to visitors, as needed.
- Maintain the appearance and contents of the Museum, and other Museum educational program locations.
- Plan and execute museum programs with the Euharlee Historical Society Board of Directors and Members.
- Supervise museum volunteer program, including scheduling and training.
- Perform collections management duties under the supervision of the Community Development Director.
- Open and close the Museum and supervise its operation as needed, including on Saturdays.
- Assist with the Euharlee Farmer's Market.
- Complete administrative and miscellaneous work as assigned.
- Perform other duties as assigned.

Education: High school diploma required. Bachelor's Degree in history, museum studies, or related field is preferred.

Knowledge, Skills and Abilities:

Customer Service

Time management

Flexibility and the ability to prioritize new tasks

Effective interpersonal communication and ability to speak publicly to visitors and groups

Proficiency with Microsoft Office is required. Experience with social media and Adobe is preferred.

Knowledge of Georgia history or a background in museums/library is preferred.

Physical Exertion/Environmental Conditions:

While performing the duties of this job, the employee is required to stand, often for long periods; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Work is often performed in both outdoors and office environments.

The City of Euharlee is an Equal Opportunity Employer.

All applicants must send a resumé to kgobbi@euharlee.com. Job posting closes June 6, 2023.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City of Euharlee. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.