

## CITY OF BARTLESVILLE MUSEUM COORDINATOR – HISTORY MUSEUM

### JOB SUMMARY

Under direction of the Collections Manager, promotes the Museum, its programs and exhibits on social media and through written publications. Researches, designs and creates exhibits. Coordinates group tours and greets visitors when a volunteer is not present. Receives requests from patrons and coordinates responses with Collections Manager. Manages a program to recruit, train and supervise volunteers. Oversees the Friends of the Museum Gift Shop and acts as the liaison for the Friends group. A preference will be given for knowledge of Washington County history. Maintains and improves volunteer base by meeting with potential volunteers. Recruits and supervises volunteers, coordinates work schedules, assigns and reviews work. Creates and maintains volunteer calendar, schedules, documents and tracks work hours. Fills in when necessary. Plans and coordinates volunteer training and annual appreciation event. Picks up mail. Opens, stamps, sorts, and distributes daily. Composes correspondence; answers various inquiries; explains policies and procedures and arranges appointments; processes routine matters independently. Interviews, screens, greets visitors and directs them to the appropriate area or individual; may answer various inquiries personally, following departmental policies; provides information on departmental services and functions. Researches, designs and creates relevant, interesting exhibits for the Museum. Coordinates and schedules exhibits, publications, promotions, tours and special programs. Creates a variety of documents and promotional materials. Posts items of interest on social media and creates press releases. Orders office supplies to maintain sufficient inventory for office use. Prepares purchase requisitions as needed; receives items; audits against purchase requisition to assure order is correct. Assists Collections Manager or Director with a variety of special projects. Maintains training manual and safety manual, updating as necessary. Coordinates membership development. Manages the Museum Store, including pricing, display, inventory of merchandise and sales. Prepares deposits and financial reporting regarding the Museum Gift Shop and Grants. Assists in the preparation of the annual departmental plan and budget. Performs other related duties as assigned.

### DESIRABLE QUALIFICATIONS

**Education and Experience:** Bachelor's degree from an accredited four-year university in a related field; and one to two years of progressively responsible experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** None. **Knowledge of:** Principles and practices of history museum operations and administration. Local and state museum events and programming. Recordkeeping, report preparation, filing methods and records management techniques. Correct English usage, including spelling, grammar, punctuation, and vocabulary. Standard business arithmetic, including percentages and decimals. Administrative principles and practices, including goal setting and implementation. Methods and techniques of research, statistical analysis and report presentation. All computer applications and hardware related to performance of the essential functions of the job. **Skill In:** Using tact, discretion, initiative and independent judgment within established guidelines. Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling. Researching, compiling, and summarizing a variety of informational and statistical data and materials. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Communicating clearly and effectively both verbally and in writing. Planning, organizing, assigning, directing, reviewing and evaluating the work of staff. Preparing clear and concise reports, correspondence and other written materials. Ability to type a minimum of 45wpm. **Mental and Physical Abilities:** Ability to read. Analyze and interpret professional periodicals and journals, technical procedures and government regulations. Ability to speak effectively before public groups and respond to questions. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to establish and maintain effective working relationships with a variety of individuals. While performing the essential functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, speak and hear, and lift and /or move up to 10 pounds. While performing the essential functions of this job, the employee is occasionally required to lift and/or move up to 25 pounds. **Working Conditions:** Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet. Must be able to work in a stressful environment where constructive feedback from others is encouraged. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the City's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel. Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion. Must be regularly available and willing to work such hours as the City determines are necessary or desirable to meet its business needs. Must be available and willing to work such overtime per day or per week as the City determines is necessary or desirable to meet its business needs. Must be available and willing to work such evenings, weekends and holidays as the City determines are necessary or desirable to meet its business needs. Must be available and willing to travel to such locations and with such frequency as the City determines is necessary or desirable to meet its business needs.

### HOW TO APPLY

Submit Application to Human Resources, 2<sup>nd</sup> floor City Hall.  
 Accepting applications from November 18<sup>th</sup> through December 9<sup>th</sup> or until job is filled.  
 Salary range starting at \$15.46.

### AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville 401 S. Johnstone / Bartlesville, OK 74003 Ph: (918) 338-4221