

National Voice of America Museum of Broadcasting Job Description

Position Title: Operations Manager

Reports To: Board of Directors; direct supervision of the President

Note- In the future this position will report to the Executive Director

Exempt Status: Exempt

Hours worked/week: 40/week.

Compensation: Based on qualifications and experience

The National Voice of America Museum of Broadcasting (VOA Museum) is a private, not-for-profit educational 501(c) (3) tax exempt organization with a mission to preserve the original VOA Bethany Station in West Chester, Ohio, and to tell the history of the Voice of America, radio innovation and the broadcast history.

The Operations Manager is responsible for daily Museum operations as currently directed by the President of the Board of Directors. In the future this position will report to the Executive Director.

She/he works in close partnership with the Board, Staff, and Volunteers to provide operational efficiency, vision, and direction for the VOA and to execute the Museum's long-term plans and strategies in accordance with its mission. The Operations Manager is responsible for all museum operations.

Specific responsibilities:

- Ensure the Museum is open and staffed during posted hours of operation.
- In cooperation with Volunteer leadership, recruit, train, schedule, and retain a team of volunteers necessary for the operation of the Museum.
- Capture, record, and report accurate visitation counts and other metrics necessary for assessing the success of the Museum in achieving its mission.
- Oversee the upkeep and maintenance of the building, physical plant, and exhibits.
- Oversee the clients using the Museums facilities.
- Manage the Museum gift shop, including the purchasing, merchandising, and marketing of items which complement the Museum's mission and generate a profit.
- Purchase and maintain proper inventory of all required supplies for the Museum's daily operation.
- Act as primary liaison with all vendors and vendor contracts regarding services associated with Museum's operations such as tech support, cleaning services, office equipment, etc.

- Oversee the production of all Museum events and manage the Museum's annual calendar of events.
- Ensure all payables and receivables are posted to the correct ledger account and are processed in a timely manner with well-organized books.
- Understand, manage, and adhere to the Board-approved annual operating budget.
- Assist the Museum's Treasurer in developing a realistic annual budget for submission to the Board for approval.
- Implement and execute proper record retention and destruction practice.
- Maintain financial activities using *QuickBooks* or other similar software.
- Maintain documented "practices and procedures" manual of Museum operations.
- Ensure Museum compliance with all regulations, laws, and local ordinances in the daily operation of the Museum and its events.
- Assist the Board on other duties as may be assigned.

Education/Training

- A college degree is preferred but not required.
- The ideal candidate will have demonstrated strong organizational and leadership capabilities as well as excellent managerial and interpersonal skills.
- Experience in the museum world, while not mandatory, is preferred. The candidate will have a strong interest in history, from either a museum or personal perspective.

Experience/Skills Requirements

- Experience working within nonprofit organizations.
- Experience in the hospitality industry.
- Experience using *Quickbooks*.
- Able and willing to work Weekends.

Note:

Salary range \$50K- \$75K plus Benefits

The Museum will conduct a Background Check before a final decision to hire is made.