



## Office Manager

**The Moravian Historical Society** seeks an organized and detail oriented Office Manager to assist with the Museum's operations. The Office Manager coordinates programs, events, and related tasks to ensure the Moravian Historical Society functions successfully. Reporting to the Executive Director, the Office Manager will work with the staff and Board of Directors to achieve the overall goals of the organization. In addition to possessing strong administrative skills, the ideal candidate will have a passion for history and enjoy working in the nonprofit museum field.

### About the Moravian Historical Society

Founded in 1857, the Moravian Historical Society cares for a historic site with two 18th century structures: the 1740-1743 Whitefield House and the 1740 Gray Cottage, the oldest Moravian structure in North America. The museum, open daily, tells the story of the Moravian contributions to early American history. Recognized widely for its significant collection and historically important 18th century site, MHS shares this fascinating history through a robust schedule of educational programs, guided tours, museum exhibits, and public events.

### Key Accountabilities

#### 1. Administration

- a. Greet visitors, respond to emails, answer the phone; direct messages to appropriate staff members.
- b. Work with the Executive Director to recruit, train, schedule, and supervise docents and volunteers for shifts at the museum, outreach events, public programs, and special events.
- a. Book group tours and schedule appropriate staff.
- b. Monitor facilities and purchase supplies.
- c. Manage the Museum Store:
  - Oversee customer service, merchandising, inventory control, routine stock management, and other related activities for MHS museum store.
- d. Assist with preparing reports and statistical information for reports.

#### 2. Event management:

- a. Coordinate events including but not limited to: Arts and Crafts Festival, Share the Heritage gala, Christmas in Nazareth, Annual Meeting, monthly lecture series, and other public programs.
- b. Negotiate and coordinate event needs (i.e. entertainment, site, tent, linen, table rentals, etc.) and serve as liaison with outside vendors.
- c. Coordinate supplies for workshops or events and track registration and payment for educational programs, workshops, and events.

#### 3. Fundraising and Development

- a. Maintain and update membership and donor lists.

- b. Send renewal notices for membership and write thank you letters.
  - c. Assist with annual appeal and other fundraising campaigns.
  - d. Work with the Executive Director to solicit businesses, MHS constituents, and members of the public to secure in-kind donations and sponsorships for events.
  - e. Assist Executive Director with grant applications, management, and reporting.
- 4. Communications/Marketing**
- a. Manage Social Media accounts including creating content for Facebook and Instagram.
  - b. Manage Website updates.
  - c. Oversee Google ads, Google analytics, and profile on browser search engines.
  - d. Manage email marketing campaigns.
  - e. Write and distribute press releases.
5. Perform other related duties as directed by the Executive Director.

#### **Skills & Experience**

- Administrative experience, preferably in a non-profit setting
- Experience coordinating events.
- Ability to prioritize and handle multiple projects and deadlines simultaneously; flexibility and excellent time management skills.
- A team player capable of developing, guiding, and implementing plans in partnership with the Executive Director, Board members, and other key staff and volunteers.
- A strong communicator who can articulate the Moravian Historical Society's mission, programs, and accomplishments to funders, stakeholders, and the community.
- Attention to detail.
- Ability to work independently.
- Able to maintain a high degree of discretion with confidential and sensitive information.

#### **Qualifications**

- 3-5 years of related experience is required, BA/BS degree preferred.
- Advanced knowledge of office programs, including spreadsheets, databases, and word processing, is required.
- Experience with websites and social media preferred.
- Knowledge of basic accounting practices is desired.

#### **Special Consideration**

The Whitefield House Museum is in a historic three story building without air conditioning or an elevator. Various museum-related tasks, including lifting moderate weights and working outside during events, are required.

**Reports to:** Executive Director  
**Status:** Part-time; no benefits  
**Compensation:** \$18.00 per hour  
**Schedule:** 21 hours per week with evenings and weekends as needed

**To apply:** Qualified individuals are invited to send a cover letter and resume to [director@moravianhistory.org](mailto:director@moravianhistory.org).