

# African American Museum of Iowa

## JOB DESCRIPTION Operations Coordinator

### Overview

This part-time position (18 hours/week minimum) reports to the Director of Operations. The Operations Coordinator is responsible for overseeing front-of-house operations during all shifts and assisting with various administrative tasks, facility maintenance, and financial management. Regular weekend work (every Saturday) is required, in addition to occasional evening, weekend, and early morning coverage for facility rentals and museum programs/events. This position pays \$10-13/hour based on experience.

### Qualifications

High school diploma required. Must be at least 18 years old. Two-year college degree and experience in retail, customer service, and/or finance preferred. Proficiency in Microsoft Office is required. Database and/or QuickBooks experience preferred. The ideal candidate should be self-directed, organized, outgoing, and dependable. The candidate should be attentive to detail, possess excellent interpersonal skills, and demonstrate an interest in the AAMI's mission to preserve, exhibit, and teach the African American heritage of Iowa. Must be able to lift 40 pounds and have the ability to work a flexible schedule.

### Responsibilities

- ***Museum Store and Front Desk***
  - Provide a high level of customer service to all visitors and customers.
  - Accurately track and record all sales of merchandise, admissions, and memberships.
  - Be responsible for the Museum on Saturdays and during facility rentals.
  - Provide accurate information about the Museum and its offerings.
  - Supervise volunteer Front Desk Attendants, as needed.
  - Assist in tracking and purchasing Nikee Museum Store inventory.
  - Assist in maintaining accurate and up-to-date procedures for managing the Front Desk and Nikee Museum Store
- ***Facility Rentals and Maintenance***
  - Manage Celebration Hall and Learning Lab rentals. This includes creating customer contracts, collecting fees, securing event coverage, and managing setup/teardown/cleanup.
  - Ensure compliance with facility rental contracts and regulations.
- ***Financial and Database Management***
  - Assist with various financial and administrative tasks. This includes managing accounts payable functions such as entering invoices, printing checks, and maintaining files.
  - Accurately track all payments the museum receives in the check log.
  - Track donors, members, and grantors in the PastPerfect database.
  - Assist in creating and maintaining procedures related to accounts payable, the check log, and PastPerfect.
- ***Other Duties***
  - Proactively maintain the museum facility, both interior and exterior. This includes working with outside vendors, ordering office supplies, and assisting with repair agreements.
  - Other duties as assigned

### How to Apply

Please send a cover letter, resume, and three references to [search@blackiowa.org](mailto:search@blackiowa.org). This position is open until filled.

For more information about the Museum, visit our website at [www.blackiowa.org](http://www.blackiowa.org) . Please direct questions to [search@blackiowa.org](mailto:search@blackiowa.org).