



## **General Manager Nassau County Museum of Art**

The General Manager will be a resourceful leader, generalist, and problem solver with at least 4 years of experience leading an operation of similar scope and scale. They should be familiar with all areas of business operations and coordinate the day to day of the organization. Finance and accounting sales, customer satisfaction, human resources, and facilities management are all in the scope of your duties.

### **Responsibilities include:**

#### **Administration**

- Coordinate tasks and implement systems for maximum efficiency.
- Manage procurement of office and other supplies and materials including letterhead, envelopes, business cards, brochures, passes, etc.
- Oversight of office equipment including primary copiers/printers; postage meter.
- Manage schedules including Museum Master Calendar, staff schedules and vacation/flex time; requests for and usage of time and leave.
- Manage recruitment and onboarding process for open positions at the Museum.
- In coordination with others, collaborate on POS/CRM data base administration.
- Update and distribute the Museum's Employee Handbook annually and to new hires.

#### **Facility Rentals**

- Act as liaison between caterer, clients, vendors and the Museum.
- Manage event logistics, such as availability of spaces and rental agreements and payments.
- Manage and coordinate the process for reservation for photography and film on the grounds of the Museum including availability, reservation confirmations, and payments.
- Provide a point of contact and oversight for Museum for large scale events and exhibits by outside presenters.

#### **Museum Store**

- Curate a unique selection of artful gifts, objets d'art and design concepts inspired by the Museum's exhibits, permanent collection and natural settings.
- Grow existing and develop new product categories and lines to drive sales. Create a visual merchandising scheme that will help maximize sales.
- Through these actions maximize revenue, gross margin, inventory turn goals. Develop strong partnerships with vendors.
- Manage administrative tasks such as inventory and AP.

#### **Volunteers**

- Manage the recruitment, training, placement and cultivation of volunteers, maintain operational quality assurance, upkeep of program materials.
- Track volunteer hours and years of service, manage volunteer schedules and other administrative tasks.
- Coordinate volunteer events including Annual Volunteer Recognition Luncheon and exhibit tours.



### **Visitor Services**

- Oversee the daily operations of the Museum as a public institution through management of volunteers at Front Desk, Museum Store, and Telephone Reception.
- Serve as primary point of contact for visitors' issues or complaints.

### **Tribute and Memorial Benches/Nature Trail Sponsorships:**

- Provide point of contact for those wishing to purchase a memorial bench to be placed on the grounds or sponsor one of the nine nature trails.
- Coordinate purchasing of benches and plaques, collection of payments, installation of benches.
- Coordinate installation of signage and posting to website related to trail sponsorships.

### **Qualifications**

To be successful in this role, you'll generally need the following skills and qualities:

- Strategic planning skills: must ensure the development and implementation of a clear strategic plan for a business.
- Interpersonal skills: support the development of a healthy internal culture that retains key employees and encourages their professional development. Have ability to coach, train and motivate employees.
- Strong written and oral communication skills and a flexible schedule that includes availability on evenings and weekends as dictated by the events schedule.
- Must be extremely proficient in Microsoft Office Suite. Familiarity with WordPress a plus.
- Experience with Blackbaud Raiser's Edge or Altru is a plus.
- Knowledge of general database systems and the types of data necessary to support constituent/client relations.
- Familiarity with financial administration and reporting.
- Excellent organization and prioritization skills with a proven ability to multitask.
- Strong interpersonal skills, courteous and professional demeanor.
- Attention to detail, strong analytical and critical thinking skills.
- Enthusiastic collaborator and a team player.
- University/college degree in management or business administration a plus.
- At least 4 years of similar management experience.

### **Position and Benefits**

- Reports to Museum's Deputy Director
- Full time position with paid medical benefits and vacation time after one year of service; paid personal days/sick leave availability immediately.
- This position has a 5-day work week with a variable work schedule that includes weekends and evenings as necessary to accommodate Museum programming and Rental Events.

Send cover letter and resume to – [criley@nassamuseum.org](mailto:criley@nassamuseum.org)