



Museum Manager

Reports to: Executive Director

Classification: Part-time; 20-30 hours/week, with additional hours for special events; potential to scale up with museum growth; Non-exempt

Compensation: \$18–\$22/hour, based on experience and responsibilities

Tiered Pay Structure

Compensation is determined by experience, demonstrated leadership, and scope of responsibility:

- **Tier 1 – Entry / Developing (\$18–\$19/hour)**
Experience in customer service, hospitality, childcare, or similar environments. Demonstrates strong people skills, reliability, and a willingness to learn museum operations, exhibit care, and event procedures.
- **Tier 2 – Experienced (\$19.50–\$20.50/hour)**
One to three years of relevant experience in operations, hospitality, education, or community-based settings. Capable of independently managing daily museum operations, supervising staff and volunteers, and supporting events and group visits.
- **Tier 3 – Advanced / Event Lead (\$21–\$22/hour)**
Three or more years of relevant experience with proven strengths in event coordination, facility oversight, or team supervision. Regularly leads events, rentals, and weekend operations with minimal supervision and serves as a key operational partner to the Director.

Position Summary

The Museum Manager is the primary on-site leader for Wildtorium's daily operations. This highly hands-on role is responsible for ensuring the museum opens smoothly, operates safely and joyfully, and delivers an excellent visitor experience for children and families.

The Museum Manager oversees front-line staff and volunteers, coordinates events and group visits, maintains exhibits and facilities, and serves as the Manager-on-Duty during museum hours. This role is designed to be flexible in hours to attract the right candidate and scale with Wildtorium's growth.



Key Responsibilities

Daily Operations

- Open and close the museum; prepare exhibits and public spaces for daily use.
- Serve as Manager-on-Duty during public hours.
- Manage admissions, retail, visitor flow, and overall guest experience.
- Maintain exhibits and facilities to ensure cleanliness, safety, and functionality.
- Monitor attendance, track memberships, and support basic administrative reporting.

Staffing & Scheduling

- Supervise part-time staff and volunteers during museum hours.
- Assist with hiring, onboarding, and training front-line staff.
- Create and manage weekly schedules to ensure adequate coverage.

Visitor Experience

- Model excellent customer service and family engagement.
- Support hands-on interaction between visitors and exhibits.
- Respond to visitor questions, feedback, and concerns in real time.

Events, Rentals & Groups

- Plan and oversee birthday parties, private rentals, school groups, and special events.
- Communicate with families, schools, and community partners regarding logistics and expectations.
- Coordinate setup, staffing, supplies, execution, and cleanup.
- Act as employee-on-duty for groups during closed hours, when applicable.

Facility & Exhibit Care

- Ensure safety protocols are followed for guests, staff, and exhibits.
- Perform basic exhibit maintenance and restaging.
- Track supply needs and submit purchasing requests to the Director.
- Coordinate repairs or vendor support as needed.

Communication & Community Support

- Maintain clear, consistent communication with the Director regarding operations, staffing, and needs.
- Serve as the primary on-site liaison with staff, volunteers, and event clients.
- Support visitor-facing communication and promotion of programs and events as appropriate.



Qualifications

- 2+ years of experience in operations, hospitality, education, childcare, museum, or community-based environments.
- Event coordination experience preferred.
- Strong organizational and people-management skills.
- Comfortable leading in a busy, family-centered environment.
- Reliable, flexible, and solutions-oriented.
- Availability for weekends and occasional evenings required.

How to Apply

Please send a brief cover note, resume, and at least two professional references to our Director: Brittney@Wildtorium.org with “Museum Manager” in the subject line.