

Office Manager – Dane County Historical Society

Responsibility: Supports historical society operations by managing office systems, maintaining open office hours, processing memberships and handling correspondence.

Hours: 10-15 hours per week. Hours are flexible, but must be available in the office at least 10 hours each week to maintain semi-regular office hours.

Salary: Compensation is \$13.00-\$15.00/hour, depending on qualifications and experience

Job Duties May Include:

- Organizing office operations and procedures; maintaining or revising filing systems
- Dealing with correspondence, email and inquiries
- Assisting researchers in using archival material
- Managing office computers/peripherals, including computer network, printers, scanners
- Managing membership list and mailings
- Tracking budget receipts and expenses; scheduling and paying invoices
- Recording bank transactions and depositing funds
- Reporting on office and archive activity
- Preparing a written monthly report on office/archive activities for the Board of Directors; may occasionally be asked to attend monthly Board Meetings
- Contributing information for publication in the Society's newsletter

Skills/Qualifications:

- We are looking for a self-directed individual with an interest in history and/or experience working in a non-profit organization. Attention to detail and organizational skills are essential.
- Computer literacy and proficiency with Word and Excel are a must; experience with Quicken is preferred; experience with HTML or Internet would be useful.
- Well-developed interpersonal and communication skills will help a person be successful in this job.

Position will remain open until filled.

Send or email a letter of interest and your resume to:

Dane County Historical Society
3101 Lake Farm Road
Madison, WI 53711
danecountyhistory@gmail.com