**Barron County Historical Society**

**Pioneer Village Museum**

**Job Description - Assistant Executive Director**

**PURPOSE AND SCOPE OF POSITION**

The Assistant Executive Director provides administrative and technical support, as well as day-to-day assistance in running a non-profit organization. This position answers to the Executive Director.

In addition to the administrative duties, the Assistant will also have skill sets that allow for a variety of marketing activities (website/social media/email communications) and an active role in volunteer coordination (scheduling, record keeping, job postings). Must work well independently with minimal supervision.

The Assistant Executive Director will possess excellent oral and written communication skills, demonstrate leadership qualities when leading a team of volunteers, and be able to creatively design and evaluate new promotional materials and advertising campaigns.

In addition to providing support to the Executive Director, the Assistant Executive Director works closely with the Treasurer, Curator and Docents/Guides and provides office management services for the Barron County Historical Society.

**RESPONSIBILITIES, KNOWLEGE & SKILLS**

1. **Administrative**

* Maintain office equipment
* Answer and direct phone calls
* Assist with office organization and filing
* Develop and maintain a filing system (electronic and paper)
* Maintain contact lists
* Prepare regularly scheduled reports
* Provide general support to visitors
* Handle requests for information and data
* Excellent Microsoft Office Skills (Outlook, Word, PowerPoint and Excel)
* Strong knowledge of and experience with Adobe Acrobat Pro DC and Photoshop
* Knowledge of and experience with POS systems
* Data entry
* Develop/produce/update forms and documents
* Process payments, donations, and deposits
* Update Building Security System when needed
* Keep computers secure with virus protection and data backed up
* Process Season Passes and Memberships
* Refer questions, concerns, and inquires to appropriate party

1. **Volunteer Services**

* Work with director and volunteer coordinators to ensure position coverage
* Direct volunteers as to museum expectations
* Track volunteer hours
* Coordinating and work with Volunteer Learning and Internship Programs

1. **Website & Social Media**

* Update and maintain the Museum’s website
* Maintain continuity of themes and design layout
* Increase online presence
* Familiarity with publishing and design software
* Manage online Shopping Cart and Donate Now buttons
* Development of brand awareness and online reputation
* Content management
* Update and maintain all social media accounts
* Develop effective strategies for social media sites
* Implement marketing campaigns to increase brand recognition
* Send e-mail alerts to promote events, keep volunteers abreast of happenings, etc.

1. **Archival/Curatorial**

* Develop effective strategies and work flows for working with museum collections
* Train volunteers as to the correct methods of handling documents, photographs, and artifacts
* Organize and maintain organization of collections
* Ensure that current and incoming artifacts, documents, and photographs are properly entered into PastPerfect
* Take a highly participatory role in developing the Museum’s Historic Preservation Policies and Guidelines

1. **Perform other related duties as assigned by Executive Director**