



Job title: Museum Specialist, Fort Monroe Authority (FMA)

Department: Museums, Education, and Interpretation, (MEI)

Salary Range: \$45,000 - \$50,000

FLSA status: Full time, Exempt

Work conditions: Office Environment in a combination of areas: museum building, visitor center, various locations on Fort Monroe. Moderate lifting; ability to climb ladders. 40- hour work week, Sunday- Thursday (Sun – Thurs); 8:30 am – 5 pm, may require some work outside the core hours. Telework or alternate work schedule not authorized.

Reports to: Director of Museums, Education, and Interpretation

The position of Museum Specialist is unique in that it requires an individual to work in the numerous and varied functional areas of the Casemate Museum and Visitor & Education Center. It requires someone to perform technical and specialized work to support the operations of the Museum, Education & Interpretation (MEI) Department. Some work is administrative and routine and other work requires the ability to learn new tasks, systems, processes and procedures already established. The Museum Specialist works with the Collections Manager, Public Program Manager, Education Programs Manager and the Visitor Engagement Manager as required by the MEI Director. This work includes maintaining records, updating statistical data, managing appointments and the shared department calendar, compiling evaluations, completing analysis of trends, procuring supplies and materials for various functional areas, managing the pest control program, environmental monitoring, and overseeing general maintenance of all facilities. The Museum Specialist is also the caretaker of the vast spaces within the fort under the Museum, Education and Interpretation Department's direct responsibility, and completes facility manager tasks.

Responsibilities:

- Assists the Director, MEI in the implementation of the museum management program
- Ensures standards are maintained to the highest professional level in accordance with the American Association of Museums best practices
- Performs facility management tasks such as locking and unlocking secure spaces, surveying for property damage and water intrusion, etc.
- Develops environmental and pest monitoring plans and analyzes monitoring data to make recommendations.
- Supports general solutions to specific issues pertaining to department operations
- Works with the FMA Procurement Manager to acquire material and supplies
- Maintains office supply records; places and receives supply orders and breaks down purchase requisitions into appropriate budget categories for accounting purposes.
- Accurately prepare and maintain various spreadsheets, charts, or graphs as needed, in a timely manner.
- Tracks and analyzes data to create reports
- Updates MEI statistics spreadsheets monthly
- Uses museum database management systems
- Draft basic business correspondence with minimal errors or need for correction and revision
- Prepares and maintains required documents
- Writes internal administrative policies
- Provides direct input in the development of funding requests to include grant writing
- Manages the communication flow of requests for information and ensuring receipt by appropriate party
- Responds to emails received in various MEI department email distribution boxes
- Supports MEI department social media and marketing initiatives
- Use the Internet effectively to accomplish goals and conduct research.
- Offer general administrative support to MEI staff as determined by the MEI Director
- Acquires materials and collaborates with peers on projects
- Supports tours, public programs and educational programs
- Supports Public Programs Manager with outreach initiatives
- Assists the department volunteer coordinator as needed
- Attends meetings, special programs and civic events to promote the work of FMA
- Demonstrates flexibility with work schedule as needed
- Performs other duties as required

Qualifications:

Education: Bachelor's Degree and/or equivalent

Experience: Minimum of three years of related experience, computer software proficiency in MS Office,