



JOB SUMMARY

The Operations Manager will collaborate with the Executive Director to manage the planning, implementation, and execution of all museum programs, events and daily tasks that support the mission of the Weslaco Museum. The Operations Manager utilizes the museum's exhibits and spaces to highlight area history and culture and art. This position requires exceptional customer service and communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage programs and activities including public school collaborations, school field trips, and events at the museum.
- Conduct daily museum walkthrough of exhibits and program spaces before public opening and after public closing to ensure areas are operational, organized, clean, visually inviting, and adequately stocked with supplies.
- Develop, plan, and execute programs aligned with the museum's mission, strategic goals, and initiatives.
- Identify, report, and troubleshoot exhibit maintenance problems, including equipment, technology, audiovisual, props, and supplies.
- Communicate across all museum departments to ensure coordination between programs and broader museum initiatives, including events, social media, development, and guest services.
- Monitor and report inventory of materials, props, and supplies for all museum exhibits and programs.
- Conduct visitor surveys, assessments, interviews, and evaluations to measure the effectiveness, outcomes, and impact of museum programs.
- Welcome all museum and event guests by orienting them to the museum's spaces, answering questions, addressing customer service needs, diplomatically resolving problems, and providing up-to-date information on exhibits, programs, events, and activities.
- Facilitates the setup, execution, breakdown, and reset for all museum programs and events.
- Conduct research to enhance the quality of current and prospective exhibits.

- Work with interns to carefully digitize the museum's collection.
- Identify grants that support the museum's mission and assist with completion.
- Ensure the highest level of customer service and hospitality is maintained for all museum visitors, programs, and events.

QUALIFICATIONS

- 2+ years' experience in managing programs, events, exhibits, activities, teaching, or leading teams.
- Bachelor's Degree in anthropology, history, management, or related field required. Master's degree preferred.
- Museum or nonprofit experience, desired
- Systems Knowledge: Microsoft Office/365 • DonorDock • QuickBooks• Excel
- Excellent written and verbal communication skills.
- Ability to think strategically and creatively, but also pragmatically and with careful attention to detail.
- Ability and willingness to take initiative and problem-solve.
- Great interpersonal skills and ability to represent the organization and work collaboratively with diverse staff, Board, volunteers, and the public.
- Commitment to the mission, vision, and values of the Weslaco Museum.

PHYSICAL REQUIREMENTS

Employee must be able to:

- Move about inside the office to access file cabinets, office machinery, storage shelves, etc.
- Lift up to 25 lbs.
- Communicate via telephone, video conference, email, and in-person.
- Stand for sustained periods of time.

IN ADDITION:

- Knowledge of and passion for museum work/history a plus.
- Bilingual speaker a plus
- May require occasional travel/must have a valid Texas driver's license.
- Background check

OTHER RESPONSIBILITIES:

Other duties as assigned by the Executive Director.

COMPENSATION & SCHEDULE

Salary is \$18 per hour/20 hr per week. The Operations Manager position is a part-time temporary position (minimum of 6 months) Business hours with some evenings as needed; however, the schedule may vary. Continued employment is contingent upon evaluation.

Submission of Candidacy

All submissions are confidential. Please submit your cover letter and resume to:

The Weslaco Museum
500 S. Texas Blvd.
Weslaco, Texas 78596

Or:

director@weslacomuseum.org

No calls or drop-ins, please.

ABOUT OUR ORGANIZATION

Founded in 1971, the Weslaco Museum strives to enrich the lives of Weslaco citizens and build stronger and more connected communities. We envision a community where children and adults are transformed by the experience of visiting a museum and by appreciating a look into the past.

The Weslaco Museum of Local History and Cultural Art is an equal employment opportunity/affirmative action employer. As an equal opportunity employer, the Museum does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and The Weslaco Museum of Local History & Cultural Art will comply with all applicable state and federal legislation.