



Oregon State Hospital Museum of Mental Health

Hiring Part Time Operations Manager

Job title: Operations Manager (part time position) with potential growth for expansion into Executive Director.

About the Museum: The Oregon State Hospital Museum of Mental Health is a private, 501(c)3 non-profit museum dedicated to telling the stories of the Oregon State Hospital and the people who have lived and worked there. Our 2,500 square foot museum, located in the oldest building on the Oregon State Hospital campus, includes permanent and changing exhibits. The museum is supported by the generous donations of community members and competitive grants.

Oregon State Hospital Museum of Mental Health bears witness and gives voice to the experiences of people who have lived and worked at Oregon's psychiatric hospital by educating visitors, challenging stereotypes and stigma, and preserving the historic record.

Summary of Role: We are looking for a dynamic and self-motivated Operations Manager to join our team, provide daily administrative and operational support, oversee member communications, and to assist in driving the Museum's revival, having re-opened after the COVID-19 pandemic. This position offers an opportunity to be part of our transformative efforts and contribute to our mission. We welcome applications from individuals who are passionate about museum operations, and possess strong administrative and communication skills.

We are committed to creating a diverse, equitable, and inclusive workplace and encourage applicants from all backgrounds to apply.

Job Duties and Responsibilities:

- Manage multiple online platforms for membership, donation tracking, and basic Museum accounting.
- Manage volunteer program, coordinating volunteer teams with recruitment, training and placement.
- Support Board strategic planning and operations, providing data, research and active participation in the process.
- Identify and pursue external sources of support, and assist in the development and tracking of grant applications and fundraising efforts.
- Track and acknowledge all donations and memberships made to the Museum.
- Create news updates for the website, social media platforms, and email marketing.
- Assist the Board with budgets, events, and programs.
- Report to the Board President.

Requirements:

- High School Diploma or GED, post secondary preferred.
- Well-developed capacity for organization and prioritization.
- Proven experience working in a team.
- Must hold a valid driver's license, and have access to transportation.
- Commitment to diversity, equity, and inclusion.

Preferred Skills:

- Experience in non-profit organizations, museums or volunteer programs.
- Solid bookkeeping and budgeting experience (QuickBooks, Square, PayPal management).
- Proficiency in Microsoft Office Suite, WordPress, MailChimp, and other email marketing programs. Experience with PastPerfect Museum database (or other similar donor database programs) a plus.
- Experience in inventory management.
- New Employees are required to pass a background test and to sign a confidentiality agreement.

Compensation:

\$30 per hour, Paid Time Off accrued at 5 hours per month, available after 90 days employment. Paid sick leave in accordance with State law. Paid holidays at 4 hours per day. The Museum is unable to offer health or dental insurance. Federal mileage rate paid for official Museum business.

Hours:

Flexible schedule with 20 hours a week with potential of up to 30. Work hours will include availability during open hours, and Board or Committee meetings. Opportunity to work remotely.

How to Apply: Please submit a cover letter and resume to: OSHMMH2@gmail.com.