Positions #45945339  
OPS Operations Manager  
Division of Historical Resources, The Grove Museum  

Tallahassee, Florida  
$15-18 per hour, 40 hours per week  

The Grove Museum announces the availability of a full-time position to manage site operations, facilities, and grounds.  

**Primary duties:**  
- Work with executive director to maintain records for and track DOS and CSO budgets, purchases, payments, and approval requests.  
- Research materials and supplies to be purchased for site operations.  
- Schedule and track staff, intern, and volunteer work schedules.  
- Create and manage public program planning documents and procedures for marketing, day-of-logistics, and program evaluation.  
- Develop and manage digital and on-site evaluation instruments, procedures, and analysis for marketing and program implementation.  
- Manage membership program, including member correspondence, payment tracking, retention schedules, and general program recordkeeping.  
- Update and expand website and work with staff to monitor and contribute to social media activity.  
- Create forms, templates, and systems as required to support site operations.  
- Design printed promotional, educational, and site management materials.  
- Meet with and observe contractors, including regular maintenance and historic preservation.  
- Support day-to-day museum operations. This may include:  
  - Performing site opening/closing procedures and light housekeeping  
  - Giving guided tours of the house and grounds for all ages on the history of slavery and civil rights in the United States  
  - Contributing to educational programs, outreach, and special events  
  - Performing collections care, collections management, and exhibit installation with supervision  
- Assist with preparing the site for extreme weather and helping clean up after extreme weather  
- Assist with other Department of State activities or initiatives as needed  

**Minimum qualifications:**  
- At least six (6) months paid or volunteer full-time or part-time work experience in a museum, library, non-profit or related organization.  
- College degree in the humanities, public history, museums, arts or public administration, business, marketing, or a related field.  
- Cover letter and resume.  
- Work Tuesday – Saturday, 8:00 AM to 5:00 PM, and occasional after hours as needed.
Preferences:
- Experience with museum operations.
- Experience with office management and administrative duties.
- Experience with marketing, public relations, and program implementation.
- Experience with organization finances, including creating and managing budgets, purchasing, and accounting software.
- Experience evaluating and assessing programs, including development, implementation, and reporting.
- Experience developing and managing websites.

Knowledge, Skills, Abilities:
- Excellent oral and written communications skills
- Excellent organization and project-management skills
- Ability to work independently and as part of a team
- Ability to discuss difficult history with the public, including the history of slavery and civil rights in the United States
- Ability to work in spaces and with objects that might be dirty or dusty
- Ability to work outdoors in various weather conditions
- Ability to stand, walk, or sit for extended periods of time
- Ability to bend, stoop, squat, reach, stretch, and/or twist
- Ability to perform light housekeeping duties, such as dusting, sweeping, mopping, and cleaning restrooms
- Ability to lift, move, carry, and/or push items weighing up to 20 lbs.
- Ability to understand and follow established procedures and policies
- Proficiency in standard office software

Please submit a resume showing your qualifications for this position; a cover letter explaining your interest in working for The Grove Museum and copy of college transcripts to amanda.hamon@dos.myflorida.com. Applications will be accepted through 10 December, 2021.

Criminal Background Checks:
A level 2 criminal background check is a condition of employment. If selected for this position, you must provide your fingerprints. We will send your fingerprints to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for a criminal background check.

Important Notices:
We are committed to enhancing our workforce through the employment of veterans, individuals with disabilities, and seek qualified candidates from diverse cultural backgrounds, abilities, skills, and talents to join our inclusive workforce.
Male applicants born on or after October 1, 1962, will not be eligible for hire or promotion unless they are registered with the Selective Services System (SSS) before their 26th birthday, or have a Letter of Registration Exemption from the SSS. For more information, please visit the SSS website: https://www.sss.gov.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

Application or resume must include all previous employment.