



The Wornall/Majors House Museums

Position Description:

Weekend Manager

Position Summary

The Weekend Manager is primarily responsible for giving public tours, opening and closing the John Wornall House Museum, providing support to volunteer docents and administrative support to staff, and overseeing weekend operations of the Alexander Majors House and Barn. This is a part-time (10-12 hour/week) hourly, non-exempt position that reports to the Executive Director. Core hours are Saturdays-Sundays, with additional flexible hours depending on the field trip and event schedule. Museum, History Education and Non-Profit backgrounds preferred.

Duties and Responsibilities

- Perform the regular procedures to open and close the John Wornall House, preparing it for public tours.
- Give public tours as needed.
- Welcome, assist, and provide support to volunteer docents.
- Participate in group visits such as school and scouting field trips by giving tours and implementing program activities.
- Answer the phones and take messages.
- Process admissions, gift shop sales, and other payments such as program and event tickets and memberships.
- Prepare and reconcile the cash box.
- Complete administrative projects as assigned by the Executive Director, and the Director of Public Programming and Events.
- Manage website and social media posts that promote the House Museums on the weekends.
- Manage and post notice for weather related closures on-site, through social media, and the website.
- Assist operations of the Alexander Majors House and Barn as needed.

Other Responsibilities

- Maintain an inviting and presentable environment of the facilities and grounds. This includes emptying trash, dusting, sweeping, sanitizing surfaces, and restocking restrooms.
- Be available to work with staff on educational and fundraising events for the Wornall/Majors House Museums (WMHM).
- Other duties as assigned.

Qualifications

- Commitment to the mission and strategic direction of the WMHM.
 - Strong attention to detail and ability to work both independently and as a team player.
 - Strong organizational and time management skills with the ability to multitask effectively and work flexibly and productively.
 - Excellent verbal and written communication skills including outstanding aptitude in customer service.
 - Experience in museums and/or nonprofits.
 - Willingness to foster the mission and values of WMHM by being an active, passionate member of our staff.
- Background check required.

Compensation

Pay rate \$12.50 per hour.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

To apply, send resume to:

Kerrie Nichols, Executive Director
director@wornallmajors.org