

OCTAGON HOUSE MUSEUM MANAGER POSITION DESCRIPTION

Watertown Historical Society
919 Charles St.
Watertown, WI 53094

This is a part-time, seasonal position

About the Watertown Historical Society: *The Watertown Historical Society, established in 1936, is a non-profit organization managed by a 12-member Board of Directors. The Society owns and operates the historic 1854 Octagon House Museum, First Kindergarten in America, a pioneer-era barn, and the Watertown History Center with gift Shop. The Museum is open seasonally, May-October, with limited Christmas holiday hours.*

Position Summary:

Primary duties include:

- the recruitment and retention of tour guides and visitor center volunteers
- daily/weekly/monthly cleaning of museum buildings as needed
- serving as a tour guide and staffing the visitor center as needed
- coordinating special tours and school groups
- organizing the annual Ice Cream Social
- coordinates the spring cleaning of all campus buildings mid-April and fall closure
- responsible for snow-blowing walkways
- periodically checking on the museum during the winter
- work with the President on the spring membership renewal mailing (and other mailings as needed)
- maintain a membership database
- assist with fundraising efforts
- support the Board of Directors with events and special projects as needed

Qualifications:

- detail oriented and well-organized
- working knowledge of Microsoft Office products and electronic register system (training provided)
- excellent customer service skills
- the ability to climb stairs
- handle general yard work and cleaning tasks
- lift at least 10 pounds
- Social media is a plus

This position presents an exciting opportunity for the ideal candidate to care for Watertown's premiere historic landmark and tourist destination. The Board of Directors will work with the right candidate to provide flexibility in hours. The Museum is open weekends and by appointment during the month of May. It is open daily (closed Tuesdays) Memorial Day-Labor Day. The Museum resumes weekend and by-appointment hours during September and October. The Museum reopens for the annual Watertown Players Christmas play the weekend following Thanksgiving and may open for limited holiday tours. Museum hours are typically 12-3 p.m.

To apply, send a statement of interest and resume to whs@watertownhistory.org by Oct. 15, 2024.