



JACKSON HOLE HISTORICAL SOCIETY & MUSEUM

Position

Museum Operations Assistant

Position Overview

In early summer 2024, Jackson Hole Historical Society and Museum will move into our new Museum Campus in downtown Jackson. With this next chapter of our organization, JHHSM seeks a Museum Operations Assistant to join our growing and dynamic team. This position will support all aspects of museum operations including management of the museum store, assisting and staffing front desk and special events, and helping with administrative and development tasks.

Roles & Responsibilities

Museum Store and Front Desk Operations (approximately 50% of time)

- Oversee day to day operations of museum store
- Merchandise the store with focus on relevant books, historical photos, and local crafts/merchandise - coordinate with programming staff to source products relevant to areas of expertise.
- Actively manage inventory, including ordering, invoicing, and receiving. Maintain relationships with vendors and monitor museum store budget.
- Manage point of sale system (Square POS)
- Research and identify new merchandise to stock in museum store.
- Maintain professional modern look of store front and manage inventory storage.
- Coordinate with Communication Director on store signage
- Possible online store management
- Support front desk operations
 - Cover front desk as needed based on visitation demand
 - Cover daily front desk lunch breaks

Development Support (approximately 25% of time)

- Support annual fund donation campaign – reports, printing, mailing
- Work with USPS and other mailing services for campaign mailings
- Support fundraising events
- Support grant writing and management
- Work with CRM database, process gifts and acknowledge gifts in a timely manner
- Work collaboratively with development team to execute fundraising goals

Museum Event Rental Operations (approximately 25% of time)

- Staff museum rental events as needed, may require evening hours
- May require heavy lifting and moving of furniture, etc.

This position reports directly to the Director of Operations



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Our Ideal Candidate

Prior Experience

- Retail store experience preferred
- 1+ year working in the customer service or visitor service industry
- Comfortable using technology and learning new electronic systems
- Working knowledge of CRMs and databases
- Competency in Microsoft Office Suite

Skills

- Must be able to work in a dynamic and shifting environment, have confidence taking initiative, and work effectively with different styles and personalities.
- Strong understanding of technology
- Exceptional skills in collaborative, team-oriented tactical execution. As well as the ability to work independently
- Very organized, with a high attention to detail
- Ability to manage multiple tasks concurrently. Strong organizational skills, including the ability to manage individual workload
- Strong interpersonal, oral, and written communication skills

Characteristics

- Passion for JHSM's mission
- Emotional and professional maturity
- Ability to effectively work collaboratively with others
- Proactive approach to problem-solving
- Flexible, with a growth-mindset

Schedule & Compensation

30-32 hours/week with schedule either Tuesday-Saturday or Wednesday – Saturday. Flexibility to manage schedule but must work Saturdays. Potential to grow to 40 hours per week.

\$24-26/hour plus benefits including health, vision, dental, and PTO.

Recruitment Timing

Position open until filled. Ideal start date May 2024

How to Apply

Interested candidates may send a current resume and cover letter to Morgan Jaouen, Executive Director: morgan@jacksonholehistory.org.



Our Story

At the Jackson Hole Historical Society and Museum (JHHSM), we envision a community brought together, enriched, and strengthened by compelling connections to the history and legacy of Jackson Hole. JHHSM tells the stories of Jackson Hole that connect people to the history of this valley and region. We steward and share artifacts and ideas that foster curiosity and continual learning, forge connections, and inform our 21st century dialogue.

Founded in 1958 by collector and western history buff, Slim Lawrence, along with his friend and local businessman, Homer Richards, we are a nonprofit 501(c)3 museum, archive, and educational center providing resources on the last 11,000+ years of human presence in the Tetons. Jackson Hole history has shaped the contemporary local community, while also influencing regional, national, and international communities.

JHHSM has reached an exciting moment in its lifespan. We have a bold vision to create a new permanent home for our history in the heart of downtown Jackson. We are designing and building a new History Museum on the Block that will be a lasting landmark to showcase what makes Jackson Hole unique; a cultural center that brings people together to listen, explore, and learn. A place where these stories, and ones still in the making today, are told and where Jackson Hole history is carried forward for generations to come.

Anti-Discrimination Policy and Commitment to Diversity, Equity, and Inclusion

JHHSM seeks individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity, equity, and inclusion in our organization, as we want to engage all those who contribute to this effort.