

Sumter County Museum JOB DESCRIPTION

Position: Executive Assistant and Office Manager

The Executive Assistant and Office Manager serves as the front line contact for the museum. This includes receiving all visitors to office spaces and fielding telephone inquiries to appropriate staff members. This position will ensure offices in all Sumter County Museum facilities are well-maintained and stocked. The Office Manager and Executive Assistant is responsible for ensuring that the administrative needs first of the Executive Director and second of other staff are met.

Essential Duties

Executive and Board Support

- Provides direct administrative support to Executive Director, including schedule management.
- Coordinates, with Executive Director, all board, staff, and committee meetings. Maintains records.
- Assists Executive Director with tasks related to board governance to include preparing agendas, taking minutes, and emailing board materials.
- Assists Executive Director with other duties as assigned.

Office/General Support Responsibilities

- Answers and directs incoming phone calls, takes messages, and fulfills information requests.
- Maintains general SCM information inbox and forwards emails to appropriate staff.
- Picks up, sorts, and distributes incoming mail. Handles outgoing mail.
- Prepares and ensures availability of daily forms like transaction log, guest books, time sheets, etc. May be asked to prepare weekly deposit.
- Orders office supplies for all employees. Tracks requests and orders. Manages office equipment and coordinates service calls. Maintains general office spaces.
- Coordinates maintenance service calls as needed
- Assists staff with event planning and management for programs like the annual Oyster Roast, Shrimp Feast, and Annual Meeting.
- Processes ticket sales for museum events in person and over phone; tracks sales online. Fields inquiries on tickets.
- Tracks inventory of supplies for events. Purchases supplies when needed. Maintains all event records.
- Must be familiar with all museum facilities. May be asked to welcome visitors/give tour when other staff isn't available.

Skills, Knowledge, and Ability

- Bachelor's degree strongly preferred.
- Ideal candidate will have at least 2 years of office management or administrative support. Experience in a museum a plus.

- Proficient in Microsoft Office, Zoom, Adobe, and Google Suite preferred. Experience with CRM Neon One a plus, but not required as long as willing to learn.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, donors, and volunteers.
- Highly resourceful team-player, with the ability to be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptive to various competing demands, and demonstrate the highest level of customer service and response.

Hours: FT, 9am to 5pm Monday through Friday. May be asked to work evenings or weekends for special events occasionally.

Starting Salary: 35,000

Benefits: Sumter County Museum full-time employees receive:

- SC State Health Plans including medical, dental and vision coverage and Retirement Plans administered by PEBA (Public Employee Benefit Authority).
- Two-weeks paid vacation, years 0-9. Three-weeks paid vacation, years 10+.
- Paid time off for sick and personal days
- Paid holidays

TO APPLY: Submit resume and cover letter to Annie Rivers at arivers@sumtercountymuseum.org

About Sumter County Museum: Sumter County Museum is a private, nonprofit located in Sumter, SC about an hour east of Columbia. Our mission is to explore historical experiences through programs and exhibits that allow all of us to inform and shape our future. Sumter County Museum consists of the Williams Brice House (1916), Heritage Education Center, Carolina Backcountry Homestead, and the Temple Sinai Jewish History Center. It is an exciting time for the Sumter County Museum as we are in the process of developing plans for a new facility that will include military and local history gallery space along with archival and research space.