

ABBE MUSEUM

Manager of Museum Services
Bar Harbor, Maine

Type: Full Time, Experienced

Required Degree: BA/BS

Salary: Competitive with benefits and is commensurate with current salary structure

Position open until filled.

Description:

The Manager of Museum Services provides support for planning, maintaining and implementing the fundraising efforts of the Abbe Museum. Of primary focus are membership services, donor database management, the volunteer program, and guest services. This is a highly visible position at the Abbe Museum focused on creating Abbe friends and ensuring high quality customer service at the admissions desk and gift shop. In addition, this position serves as the public contact person for rentals.

The Manager of Museum Services communicates the Museum's vision and mission and works closely with the Director of Development; carries out policies established by the CEO and the Trustees; records and acknowledges all donations and pledges. This position is also responsible for communicating transparently and impeccably with all financial operations and procedures; evaluating and managing the performance of the museum volunteers and front line staff.

Organizational Relationships:

This is a full-time, salaried position reporting to the CEO. The Manager of Museums Services participates as part of the museum leadership team which includes the CEO, Director of Development, Director of Finance and Administration, Curator of Education, and Curator of Collections. Volunteers and frontline staff directly report to the Manager of Museum Services, including the Retail Specialist.

Skills:

The Manager of Museum Services has a natural social aplomb in cultivating donors and prospects, and maintains the highest professional standards of discretion. Independent judgment, decision-making authority and common sense are essential prerequisites of the job. The successful candidate must also have the highest standards of integrity, be outgoing, self-starting, well-organized, tactful, detail-oriented, innovative and capable of working under pressure and meeting deadlines.

Institutional Expectations:

Every employee participates as a team member.

Every employee is cognizant of our fundraising needs and is involved in the process.

Requirements:

College graduate, preferably with graduate-level training in philanthropy, museum work, or non-profit administration. Customer service experience also preferred. Thorough familiarity with computers and development database software is a must.

Interested candidates should mail a resume or CV, cover letter, and salary history to: Cinnamon Catlin-Legutko - Abbe Museum - PO Box 286 - Bar Harbor, ME 04609. Or, email a pdf of your package to cinnamon@abbemuseum.org.