
Title of Position *	Operations Manager
Institution *	Museum of the Southwest
Position Location: City & State *	Midland, TX
Position Closing Date	

About the Institution

The Museum of the Southwest inspires discovery, interaction and exploration of art, science, culture and history, enriching the lives of people of all ages. We believe in the power of these disciplines to ignite the imagination, stimulate thought and provide enjoyment through our collections, exhibitions, programs and events.

Founded in 1965, opened in 1966 and in the historic Turner Mansion since 1968, the Museum of the Southwest has spent over fifty years serving the Midland and West Texas communities by producing exhibitions, programs and events about science, art, astronomy, archaeology, history and culture. Accredited by the American Alliance of Museums since 1992, the Museum of the Southwest is also a member of the Texas Association of Museums, the West Texas Triangle and the Midland Chamber of Commerce.

Institution Website Address	http://Museumsw.org
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Summary of Responsibilities

SUMMARY

Reporting to the Executive Director, the Operations Manager is responsible for overseeing the day- to-day operations of the museum, the institution's business-related and revenue generating operations, the day-to-day operations of the finance department, including the operating budget, investment portfolio, annual audit, and the museum's human resources.

The Operations Manager oversees the creation of organizational and program budgets in collaboration with the Executive Director, Departmental Chairs and Treasurer. Assists in proofing all Museum communications (internal and external). He/She is responsible for maintaining orderly filing of all records as they pertain to the financial department including reports, bills & correspondence, preparing bank deposits and reconciling credit card transactions.

Assists with selected administrative aspects of the Executive Director's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance

- Actively participates with Executive Director and Board develop and implements organizational strategies, policies and practices. Reports to and advises Executive Director, and Board of Trustees regarding financial matters.
- Develops, justifies and presents annual operating budget of approx. \$1.5 million. Assures sound fiscal control of Museum funds for museum activities
- Organizes financial aspects of future museum building projects
- Works with department heads on spending plans and reports. Provides budget oversight, departmental spending and financial reports, including grants
- Analyzes and presents monthly, quarterly and annual financial reports and

projections in an accurate and timely manner

- Supervises annual audit working with contract auditors
- Completes monthly reconciliation for all museum operations
- Reviews and manages contracts and insurance
- Updates and implements all necessary business policies and accounting practices

Human Resources and Administration

- Responsible for overseeing day-to-day operations of museum including business- related and revenue-generating operations
- Supervise human resource operations and oversee administration of staff benefits
- Order office supplies, manage supply inventory
- Off-site errands using personal vehicle or museum van
- Assist Executive Director as needed

Required Qualifications

QUALIFICATIONS

To perform this job successfully, individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required.

Minimum 5 years of professional experience, preferably at a non-profit organization

Ability to translate financial concepts for museum stakeholders in a clear manner

A track record in grants management

Knowledge of Quickbooks

Technology savvy with knowledge of accounting and reporting software

A successful track record in setting priorities, analytic organization and problem solving

Strong organizational and time management skills

Exceptional communication, organizational and interpersonal skills

Self-starter with the ability to work independently

Excellent writing/editing skills

Ability to interact with board members, museum stakeholders and general public

Experience managing financial aspects of building projects a plus

EDUCATION AND EXPERIENCE

MBA/CPA or related degree preferred

LANGUAGE SKILLS

Ability to speak and write English fluently. Knowledge of Spanish a plus.

PHYSICAL DEMANDS

Some essential physical functions include moderate lifting, carrying, stooping and bending.

REASONABLE ACCOMMODATIONS

Employees must be able to do the essential functions of the job, either with or without reasonable accommodation. Needed reasonable accommodations will be provided for all employees.

Compensation

Apply at this Website:

Apply with this email: hr@museumsw.org

Special Instructions to Apply: Please email cover letter and resume to hr@museumsw.org
