

P.O. Box 1478
Ellsworth, ME 04605



Phone: 207/667-8671
info@woodlawnmuseum.org

Position: Technology Systems and Office Manager

Reports to: Executive Director

Purpose:

Manage, coordinate, and improve all the IT systems – hardware, software, platforms, integrations including the website, social media, staff computers, phones, databases, and point of sale. There will be opportunity to develop new applications for historic interpretation. Coordinate all administrative operations and manage the timelines, calendars, scheduling for Woodlawn. Support volunteer groups and activities. Create a welcoming and efficient office environment.

Responsibilities:

- Website, online integrations with POS/LGL, social media platforms;
- Assist in the creation of virtual tours and digital storytelling.
- Manage all aspects of membership; coordinate mailings, support the integrity of donor and member financial records in the donor database (Little Green Light), maintain paper and electronic files.
- Banking/post office; general office management, support the public, staff, and board by phone and email.
- Coordinate the museum's Google calendar of project deadlines and meetings; maintain current information on external calendars;
- Develop and manage systems, ordering, supplies, gift shop inventory, office and event supplies;
- Manage the planning, promotion and execution of events (supervision of a seasonal intern)
- Manage committee meetings; coordinate calendar, set up zoom, distribute agenda, materials, and minutes; archive
- Research and track grant support
- Support croquet, community garden, volunteers and campus programs as requested
- Research and track grant opportunities

A Property of the
HANCOCK COUNTY TRUSTEES OF PUBLIC RESERVATIONS

Todd Little-Siebold - *President* ~ Rosamond Rea - *Vice President/Treasurer*

Chelsea Sawyer - *Secretary*

Charles Alexander ~ Fred Ehrlenbach ~ Jonathan E. Marshall

Tyler Palmer ~ Mark Politte ~ John Ryan ~ Walter Smalling

Qualifications:

- BA degree in related field
 - Strong written and verbal communication skills
 - Proven ability to maintain high levels of confidentiality;
 - Proficient in all aspects of technology;
 - Ability to work independently and within a small team;
 - Organized with excellent time management skills;
 - A sense of humor, a positive attitude and flexible with change;
 - Able to work occasional weekends and holidays;
 - Interest in history, culture, and the museum environment as well as the natural environment, and campus-based experiences for the public.
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- Job Type: Negotiable: Part time, flexible (will move to full time in a year)
 - One location: Woodlawn Museum, Ellsworth, Maine
 - Proposed hourly wage: \$25/hour

About Woodlawn

Woodlawn is a 180-acre historic estate comprised of a Federal-styled historic house, gardens, barns, fields and woods. Under the governance of the Hancock County Trustees of Public Reservations, Woodlawn offers the people of Hancock County and beyond opportunities for recreation and education on a preserved historic estate, and provides connections to the region's cultural heritage through a range of outreach programs. A new barn is under construction with an anticipated opening in late 2023.