

# Museum Administrator

## Job Summary:

Plans, directs, manages and coordinates the administrative functions of the Museum. The administrator works for the Board of Directors and in conjunction with the Maintenance Manager. This is a part-time position and will not exceed 30 hours a week.

**Salary Range:** \$25/hr-\$35/hr, depending on experience. This position will require 20-30 hours a week.

## Duties:

1. Communicate and work effectively with the board of directors to manage the Museum.
2. Work with the Board to develop and manage the strategic direction of the Museum; establish initiatives to fulfill the mission of the Museum and increase awareness and prominence.
3. Direct the overall development of public relations, fundraising, and marketing.
4. Lead and participate in fundraising and development activities, including grant writing and developing relationships with foundations, government agencies, corporations, and individual donors.
5. Supervise the gift shop clerk to develop a work schedule and maintain stock/inventory that represents the Museum and the Owens Valley history.
6. Collaborate with volunteers to develop and enhance displays, collections, and artifacts. Provide guidelines for the appropriate curation of exhibits.
7. Serve as an event coordinator for private and public events that take place at the Museum.
8. Collaborate with the Maintenance Manager and volunteer crews to develop project budgets.
9. Work with the Maintenance Manager for the security of the property, facilities, and collections of the Museum.
10. Promote safety/risk reduction through identification of hazards, signage, and education of volunteers, staff, and visitors.
11. Assure compliance with all applicable laws and regulations.

## **Clerical Duties**

1. Maintain all files of day-to-day business.
2. Manage all correspondence, reports, information requests, reviews, and assist with research requests.
3. Manage email communications for Museum business.
4. Maintain historical files in an orderly and secure manner.
5. Collect mail at the post office daily.
6. Collaborate with the board to manage and conduct an effective advertising campaign to promote the Museum; including a social media presence.
7. Schedule all volunteers and staff in the gift shop.
8. Support and or fill in for the receptionist as needed in the gift shop.
9. Prepare and send quarterly Mail Car newsletter and other communications to membership.
10. Maintain statistical records of visitation and volunteer hours.
11. Accessions: receive artifacts, document donations, issue donation receipts.
12. Appropriately recognize donors for financial and material contributions.
13. Record minutes of meeting in absence of Secretary.
14. Support the membership secretary with mailing list maintenance.
15. Other duties as assigned.

## **Qualifications/ Work Experience**

1. A passion for local history and collaborating with volunteers in a Museum setting.
2. Ability to multitask, set priorities, and adhere to deadlines.
3. Ability to provide leadership, vision, and strategic direction.
4. Previous work experience as a Non-Profit Coordinator in a Museum, nonprofit organization, or business at a senior managerial level preferred.
5. Record of success in fundraising.
6. Any combination of experience and training that provides the required knowledge, skills, and abilities is qualifying.

## **Skills Required:**

1. Strong interpersonal verbal and written communication skills.
2. Enthusiasm for interacting with the public in a friendly and helpful manner.
3. Ability to work with the board, staff, the public and volunteers.
4. Proficient with Microsoft Word, Excel, PowerPoint, Publisher, and QuickBooks, and email.

5. Ability to use or learn to use internal Museum software for inventory, organization, and maintenance of artifacts, historical records, photos, artwork, and digital files.
6. Ability to fundraise and apply for grants.
7. Ability to answer phone calls.
8. Operate copy machines and computers.

**Physical Requirements:**

1. Ability to lift 20lbs.
2. Be able to sit and stand for extended periods of time.
3. Bend and stoop.
4. Use telephones, write, use a keyboard.
5. Hear sufficiently to communicate with people on the phone and to understand actions in public meetings, hearings, or administrative proceedings.
6. Work in a dusty environment. May be exposed to extreme environments such as winter conditions with snow and summer temperatures of high heat.

**Special Requirements:**

1. Must be able to adjust work schedule to cover some evenings, weekends or holidays for special events.
2. Submit to a background check
3. Must have a clean and current valid California Class C driver's license.
4. Submit a copy of the driver record of the last 5 years from the DMV at time of application. For an out-of-state record, request copies from that state.
5. No DUIs in the last 5 years.

## INSTRUCTIONS FOR DROPPING OFF JOB APPLICATION

### POSITION: PART-TIME ADMINISTRATOR

1. Submit application with a current DMV record for the last 5 years in a sealed envelope.
2. Envelope must say "Employment Application."
3. Drop it off at Laws Railroad Museum office.
4. Submissions accepted until 12:00pm on Monday June 16<sup>th</sup> 2025

If mailed:

Send to: Laws Railroad Museum and Historical Site

Atten: Employment Application

P.O. Box 363

Bishop, Ca 93515

How to obtain your California DMV record

To **obtain your California DMV driver's record**, you can follow one of these methods:

- **Online:** [Visit the official California DMV website to request your driving record online.](#)
- **By Mail:** [Complete DMV Form INF 1125 and mail it with a \\$5 fee to the DMV Headquarters.](#)
- **In Person:** [Visit your local CA DMV office. It's recommended to call ahead to set an appointment for faster service.](#)
- **Fees:** [Online requests typically cost \\$2, while mail requests are \\$5.](#)

[For more detailed instructions, you can refer to the official DMV website.](#)



An Equal Opportunity Employer

# APPLICATION FOR EMPLOYMENT

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability or genetic information.

Please complete all portions of this application. If you are unable to recall specifically any item of information, please indicate.

## PERSONAL INFORMATION

Name (Last, first) \_\_\_\_\_

Please indicate any other names used in previous employment and/or schooling (for reference purposes only). \_\_\_\_\_

Mailing Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

Physical Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_

Cell Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Message Telephone \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

May we follow you on social media? Yes \_\_\_\_\_ No \_\_\_\_\_

Facebook \_\_\_\_\_ Instagram \_\_\_\_\_

## DESIRED EMPLOYMENT

Position applying for \_\_\_\_\_

Date you are available to start \_\_\_\_\_

Salary Desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_

If hired, can you provide proof of you legal right to work in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you are under the age of 18, will you be able, upon employment to submit a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied to this company before? Yes \_\_\_\_\_ No \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

Have you ever worked for this company before? Yes \_\_\_\_\_ No \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

How did you learn about this job?

Newspaper     Company Employee     Walk in     Other \_\_\_\_\_

Referred by: \_\_\_\_\_

Do you require any accommodation to take employment tests or participate in an interview? Yes\_\_\_\_\_ No\_\_\_\_\_ If so, please specify what accommodations you need. \_\_\_\_\_

**US MILITARY SERVICE**

Branch of service\_\_\_\_\_ Final Rank\_\_\_\_\_  
Duties & Special Training \_\_\_\_\_

**MISCELLANEOUS INFORMATION**

Have you been convicted of a misdemeanor in the last 2 years, including serious traffic violations? (Example, driving under the influence, reckless driving, etc.). *Any conviction will not necessarily bar you from employment.* Yes\_\_\_\_ No\_\_\_\_

Have you been convicted of a felony? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you been arrested for a crime for which you are currently out of bail or on your own recognizance pending trial? Yes\_\_\_\_\_ No\_\_\_\_\_

**PERSON TO NOTIFY IN CASE OF EMERGENCY**

Name\_\_\_\_\_

Address\_\_\_\_\_

City State Zip Code\_\_\_\_\_

Telephone Number\_\_\_\_\_

Relationship\_\_\_\_\_

**EDUCATION** (Circle highest grade completed)

	School	Major Degree	Address
High School			
1 2 3 4	_____	_____	_____
College			
1 2 3 4	_____	_____	_____
Graduate School	_____		
Trade, Business or Correspondence	_____		
Professional Licenses or Certificates Held	_____		

**GENERAL**

Subjects of Special Study or Research Work\_\_\_\_\_

Special Training\_\_\_\_\_

Special Skills\_\_\_\_\_

## EMPLOYMENT HISTORY

List last three employers, starting with the most recent.  
Account for all time whether employed or not.

May we contact your present employer? Yes\_\_\_\_\_ No\_\_\_\_\_

### 1. Name of Present or Last Employer

\_\_\_\_\_  
Type of Business\_\_\_\_\_

Address\_\_\_\_\_

City State Zip Code\_\_\_\_\_

Telephone Number\_\_\_\_\_

Start Date\_\_\_\_\_ End Date\_\_\_\_\_

Job Title\_\_\_\_\_

Weekly Starting Salary\_\_\_\_\_ Weekly Ending Salary\_\_\_\_\_

May we contact for reference? Yes\_\_\_\_\_ No\_\_\_\_\_

Name of immediate supervisor\_\_\_\_\_ Position\_\_\_\_\_

Description of work\_\_\_\_\_

\_\_\_\_\_  
Reason for leaving

Resigned  Laid off  Discharged  Other (explain) \_\_\_\_\_

### 2. Name of Present or Last Employer

\_\_\_\_\_  
Type of Business\_\_\_\_\_

Address\_\_\_\_\_

City State Zip Code\_\_\_\_\_

Telephone Number\_\_\_\_\_

Start Date\_\_\_\_\_ End Date\_\_\_\_\_

Job Title\_\_\_\_\_

Weekly Starting Salary\_\_\_\_\_ Weekly Ending Salary\_\_\_\_\_

May we contact for reference? Yes\_\_\_\_\_ No\_\_\_\_\_

Name of immediate supervisor\_\_\_\_\_ Position\_\_\_\_\_

Description of work\_\_\_\_\_

\_\_\_\_\_  
Reason for leaving

Resigned  Laid off  Discharged  Other (explain) \_\_\_\_\_

### 3. Name of Present or Last Employer

Type of Business \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Job Title \_\_\_\_\_

Weekly Starting Salary \_\_\_\_\_ Weekly Ending Salary \_\_\_\_\_

May we contact for reference? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of immediate supervisor \_\_\_\_\_ Position \_\_\_\_\_

Description of work \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Resigned  Laid off  Discharged  Other (explain) \_\_\_\_\_

\_\_\_\_\_

*Please account for other periods of time when not employed.*

Dates \_\_\_\_\_ Activity \_\_\_\_\_

Dates \_\_\_\_\_ Activity \_\_\_\_\_

Dates \_\_\_\_\_ Activity \_\_\_\_\_

#### PROFESSIONAL REFERENCES

*List three professional references that are familiar with the quality of your work, have worked directly with you, and that have known you for at least two years.*

1. Reference Name \_\_\_\_\_

Work Telephone Number \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

Relationship \_\_\_\_\_

2. Reference Name \_\_\_\_\_

Work Telephone Number \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

Relationship \_\_\_\_\_

3. Reference Name \_\_\_\_\_

Work Telephone Number \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

Relationship \_\_\_\_\_

## PLEASE READ CAREFULLY AND SIGN

### **Background Investigation**

I recognize that any misrepresentation or omission of fact on this application may result in my immediate dismissal. I authorize the companies, schools, entities and persons named above and all others for whom I have worked to release any information that they may have about me.

I understand that my employment is subject to background investigation. This investigation may cover employment, education, credit, Department of Motor Vehicles and criminal record checks. I understand that the information obtained from this investigation will be confidential. I further understand that my authorization to allow this investigation will apply to and allow Bishop Museum & Historical Society to conduct the background checks and investigation prior to, in conjunction with or after I am hired. This means that Bishop Museum & Historical Society will be able to use my authorization to conduct one or more background checks and/or investigation in order to ensure and update periodically my personal history.

### **Employment-At-Will-Agreement**

Further, I understand that employment at Bishop Museum & Historical Society and any of its parent, affiliated or successor companies, is on an "employment-at-will" basis and thus agree that, if I am hired by Bishop Museum & Historical Society, my employment is for an indefinite period and may be terminated at any time, for any reason, with or without cause, by me or Bishop Museum & Historical Society without prior notice. I further understand and agree that, although other terms and conditions of my employment may change, this "employment-at-will" relationship will remain in effect throughout my employment with Bishop Museum & Historical Society and any of its parent, affiliated or successor companies, unless it is specifically modified by an express written contract that is signed by the Chief Executive Officer or Bishop Museum & Historical Society and me. This at-will employment relationship may not be modified by an oral or implied agreement by any person, statement, act, series, or events or patterns of conduct. I hereby acknowledge that these statements above about the at-will nature of employment constitute the complete understanding between Bishop Museum & Historical Society and me regarding this subject.

### **Drugs**

Bishop Museum & Historical Society reserves the right to administer drug tests as a condition of employment. I also understand that possession, use, sale, purchase, or being under the influence of illegal drugs in the job will result in termination of employment.

By submitting this application, I understand and certify that the information is true and correct, whether I submit this Application via email, fax, hand delivered or other written on recorded means.

I certify that all information contained in this application is true and correct. In addition, I agree to all the terms outlined herein.

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Signature

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Date