

JANICE MASON ART MUSEUM

Museum Associate — Job Description

Position Summary

The Museum Associate supports the day-to-day operations of the Janice Mason Art Museum and collaborates closely with the Executive Director to ensure that exhibitions, educational programs, events, visitor services, administrative functions, and the Museum Shop run smoothly and effectively.

The Museum Associate serves as a key point of contact for visitors, artists, instructors, volunteers, members, and community partners. This hands-on position requires strong organizational skills, attention to detail, flexibility, and a welcoming approach to the public.

The Museum Associate reports directly to the Executive Director.

Position Expectations

The Museum Associate is expected to support the mission of the Janice Mason Art Museum by helping to provide an accessible, welcoming, professionally operated arts organization that serves the community.

Since JMAM is a small organization, flexibility and teamwork are crucial. While responsibilities might overlap during exhibitions, programs, fundraising, and special events, the Executive Director retains overall leadership and accountability.

Primary Responsibilities

Museum Operations & Visitor Services

Assist with the Museum's daily opening and closing.

Welcome visitors and provide information on current exhibitions, programs, classes, memberships, and upcoming events.

Answer telephone calls, email inquiries, and other routine correspondence.

Maintain an attractive, organized, and welcoming museum environment.

Assist with scheduling and coordinating Museum activities and facility use.

Maintain appropriate supplies and notify the Executive Director of any building, equipment, or maintenance needs.

Assist with coordinating service providers and routine maintenance as directed.

Exhibitions & Events

Assist with the preparation, installation, and removal of exhibitions.

Coordinate routine communications and logistics with exhibiting artists as assigned.

Assist with artwork receiving, unpacking, packing, labeling, inventory, and exhibition records.

Prepare galleries and public areas for exhibitions, receptions, programs, and special events.

Assist with receptions, special events, and other Museum activities.

Coordinate volunteers for exhibitions and events.

Educational Programs & Classes

Assist with scheduling and administering classes, workshops, lectures, and other educational programs.

Process registrations and maintain participant information.

Communicate routine information to instructors and participants.

Assist instructors with classroom preparation and materials as needed.

Prepare classrooms and other spaces before programs and restore them to their appropriate condition afterward.

Maintain program attendance and other records as requested.

Administrative & Financial Support

Maintain organized Museum files and records.

Process routine forms, registrations, memberships, and correspondence.

Receive payments and prepare deposits in accordance with established Museum procedures.

Enter and maintain accurate financial and operational information as assigned.

Maintain receipts, invoices, deposit records, and supporting documentation.

Assist the Executive Director in collecting information for financial reports, budgets, grants, and Board reports.

Maintain confidentiality of Museum financial, personnel, donor, and organizational information.

The Museum Associate provides bookkeeping and financial recordkeeping support but does not independently establish budgets or financial policies, or authorize expenditures, except as specifically delegated. *

Museum Shop

Assist with the operation and appearance of the Museum Shop.

Process sales and maintain accurate sales records.

Maintain inventory and coordinate restocking.

Assist with merchandise displays and pricing.

Maintain vendor and artist consignment records as applicable.

Provide routine Museum Shop reports to the Executive Director.

Membership, Volunteers & Community Support

Maintain membership records and assist with membership communications and renewals.

Assist with volunteer recruitment, scheduling, orientation, and coordination.

Maintain volunteer records and schedules.

Support community outreach activities and partnerships as directed by the Executive Director.

Represent the Museum in a professional and welcoming manner.

Communications & Marketing

Assist in maintaining the Museum calendar.

Prepare and distribute routine program and event information.

Assist with social media, newsletters, website updates, photography, and promotional materials as needed.

Help ensure that public information about Museum programs, exhibitions, hours, and events remains current and accurate.

Relationship to the Executive Director

The Museum Associate works collaboratively with the Executive Director but does not assume the Executive Director's leadership and administrative responsibilities.