

Campus Office Manager

Concise Position Description

Item	Details
Status	Full-Time
Classification	Salaried; FLSA overtime classification to be confirmed before posting/hire
Proposed Pay Range	\$43,000 annual starting salary
Reports To	Executive Director
Supports	Museum Campus and Leadership Team
Benefits	Museum-paid employee health insurance, subject to current plan terms and policy
Schedule	Variable; includes facility rentals and Museum-wide special events

Position Summary

The Campus Office Manager supports the Museum's core administrative operations and coordinates facility rentals, Museum-wide special events, membership administration, purchasing, Board support, and Leadership Team administrative needs.

This is a staff-level administrative and coordination role, not a director-level or Executive Assistant position. The position does not supervise departments or employees and does not assume decision-making authority assigned to the Leadership Team.

The ideal candidate is organized, dependable, detail-oriented, service-minded, and able to manage multiple responsibilities from start to finish.

Core Expectations

- Consistently and timely complete the Museum's day-to-day administrative functions.
- Balance administrative work with rentals, special events, membership administration, purchasing, and leadership support.
- Communicate workload conflicts early so priorities and deadlines can be adjusted when needed.
- Perform successfully across the full scope of the role; strength in one area does not offset ongoing deficiencies in another.

Reporting and Functional Direction

The Campus Office Manager reports directly to the Executive Director, who is responsible for supervision, scheduling, leave approval, workload management, and performance evaluation.

Because the role supports multiple departments, directors may provide task-specific direction within their own areas. This does not create a supervisory relationship. When competing requests create workload conflicts, the Executive Director determines overall priorities.

Essential Duties and Responsibilities

Administrative and Campus Coordination

- Maintain files, records, forms, templates, contact lists, calendars, and shared information.
- Perform accurate data entry and maintain administrative systems.
- Maintain the Museum master calendar for meetings, rentals, events, and deadlines.
- Schedule meetings, prepare materials, take minutes as assigned, and distribute follow-up information.
- Track deadlines, route questions appropriately, and provide routine office support.

Accounts Payable and Financial Administration

- Receive, organize, and enter accounts payable information according to Finance procedures.
- Collect invoices, receipts, packing slips, and required documentation.
- Confirm appropriate approval and documentation before routing items for payment.
- Coordinate closely with the Director of Finance on procedures, coding, and deadlines.

Financial Authority

- The Campus Office Manager may prepare and enter financial information but does not approve payments, establish financial policy, or authorize expenditures outside established procedures.

Membership Administration

- Maintain accurate information in the membership database.
- Enter memberships, renewals, upgrades, changes, and related transactions.
- Prepare membership materials and routine correspondence.
- Respond to routine membership questions and coordinate with appropriate staff to maintain accurate records.

Facility Rentals

The Campus Office Manager serves as the primary administrative and on-site coordinator for facility rentals unless otherwise directed.

- Respond to inquiries and provide approved rental information, policies, and pricing.
- Schedule tours, prepare contracts, and track deposits, balances, insurance, and deadlines.
- Gather event details and prepare event plans and run-of-show documents.
- Coordinate setup, vendor logistics, access, and on-site event needs.
- Serve as the Museum's primary on-site contact during rentals and coordinate closeout and follow-up.
- Escalate significant facility, safety, financial, or contractual issues appropriately.

Museum-Wide Special Events

- Develop timelines, checklists, contact sheets, setup plans, and run-of-show documents.
- Gather and distribute final event information across departments.
- Coordinate vendor logistics, supplies, signage, equipment, and approved event needs.
- Assist with setup, guest readiness, event-day coordination, closeout, and follow-up.

Purchasing and Supplies

- Coordinate routine office and campus supply ordering within approved procedures and budgets.
- Collect department needs, consolidate orders when practical, and maintain reasonable supply levels.
- Track shipments and maintain purchasing documentation required by Finance.

Board and Leadership Team Support

- Schedule Board and committee meetings and send invitations.
- Assist with meeting packets, logistics, and supporting materials.
- Take minutes as assigned and maintain approved records.
- Provide administrative support for Leadership Team projects and initiatives.

Communication and Coordination

The Campus Office Manager works across departments to coordinate information, schedules, deadlines, rental requirements, event logistics, and administrative processes.

This role may request information, communicate deadlines, and follow up on incomplete items, but these functions do not create supervisory authority. Matters involving staffing authority, departmental priorities, personnel decisions, or decisions outside established procedures must be referred to the appropriate supervisor, director, or Executive Director.

Position Boundaries

- Does not supervise, evaluate, discipline, schedule, or approve leave for Museum employees.
- Does not direct another department's staff or override departmental priorities or procedures.
- Does not exercise hiring, termination, or other personnel authority.
- Does not approve payments solely because the position entered or prepared the transaction.
- Does not set rental rates, waive fees, or approve nonstandard contract terms without authorization.
- Does not commit Museum funds outside established authority.
- Does not establish Museum policy or make decisions on behalf of the Leadership Team.
- Does not serve as the Executive Director's personal assistant or gatekeeper.

Qualifications

Required

- Strong organizational, time-management, and detail skills.
- Ability to manage multiple responsibilities and deadlines.
- Strong written, verbal, and customer-service skills.
- Ability to follow procedures, use sound judgment, and take ownership of assigned work.
- Proficiency with Microsoft Outlook, Word, and Excel.
- Comfort learning accounting, membership, CRM, scheduling, rental-management, and other systems.

Preferred

- Administrative, office-management, hospitality, facility-rental, event, nonprofit, or related experience.
- Accounts payable, bookkeeping software, membership database, or CRM experience.
- Event, rental, meeting, vendor, or hospitality coordination experience.
- Basic Canva, signage, decorating, tablescape, or visual-presentation skills.

Schedule and Availability

This is a full-time salaried position with a variable schedule based on the Museum's rental and event calendar. Evening and weekend availability is an essential function of the position.

The Campus Office Manager is expected to work all facility rentals and Museum-wide special events unless otherwise directed. Weekday hours may be adjusted when appropriate to accommodate evening and weekend responsibilities.

Six-Month Introductory Period

The position includes a six-month introductory period to provide training, establish expectations, and evaluate performance across the full scope of the role.

The introductory period does not alter the at-will employment relationship.

Physical Requirements

- Work at a computer and use standard office equipment.
- Move throughout the Museum campus and between buildings.
- Sit or stand for extended periods during meetings, rentals, and events.
- Assist with light event setup, signage, decorations, supplies, and room preparation.
- Work in indoor and outdoor event environments as needed.

Other Duties

This job description describes the general nature and level of work and is not exhaustive. Other related duties within the scope of the position may be assigned as Museum needs evolve.