

Wheels O' Time Museum

Weekend Site Supervisor Job Posting

Overview:

The Weekend Site Supervisor manages the day-to-day Wheels O' Time Museum activities on the weekends during the museum's open season (currently May through October). The Weekend Site Supervisor must be on-site whenever the museum is open on weekends and on occasion on weekdays for special museum activities. The Weekend Site Supervisor and the Operations Manager may occasionally coordinate their schedules, with notice to the Executive Director, so that one is at the Museum during open hours or for tours or special events.

The Weekend Site Supervisor opens and closes the museum buildings and exhibits, provides support to the receptionist and building hosts, handles any facility needs that may arise, sets up and cleans up after room rentals, and ensures that any scheduled visiting groups are welcomed.

The Weekend Site Supervisor will be trained on the Square cash register system and will need to have adequate proficiency to support the volunteer receptionists during the day and in balancing at the end of the day.

The position reports directly to the Executive Director.

Qualifications:

- Reliability and punctuality
- Physical ability to walk through museum campus buildings at beginning of each day to open buildings and train cars and activate all exhibits, and do the same to close at the end of the day
- Prior experience in a position of responsibility preferred
- Computer skills to provide support on the Square cash register system
- Ability to interface with and engage diverse volunteer and visitor groups
- Demonstrated ability to collaborate with staff and visitors

Standard Schedule

May through October, Saturday and Sunday, 11:00am to 5:30pm

Compensation

- Part time position with no benefits beyond salary
- Starting rate \$15.00/hour

May 2023 start date

To apply or inquire further, email Laura Evancho, Executive Director, at laura@wheelsotime.org with a resume or description of qualifications for the position.