



Henry Sheldon Museum of Vermont History

Administrative Assistant Henry Sheldon Museum of Vermont History

The oldest community-based museum in the country, the Sheldon Museum has welcomed visitors and researchers since 1884. Local businessman and tireless collector Henry Sheldon filled the Museum with fine Vermont furniture, paintings, textiles, documents, household objects, and artifacts that provide a glimpse into Addison County's and Vermont's past. The Museum is housed in an historic 1829 Federal house and in addition to the permanent collection, includes a Research Center with an exceptional archival collection, exhibit galleries, lovely garden and barn, and Museum Store in the heart of the vibrant college town of Middlebury, Vermont. Residing in a thriving area between the Green Mountains and Lake Champlain, our region frequently appears on lists of the best places to live and work.

<https://www.henrysheldonmuseum.org/>

Description

The Henry Sheldon Museum of Vermont History (HSM) seeks a detailed oriented Administrative Assistant to join our small team at the Museum. This part-time position will assist the Executive Director with managing all administrative aspects of the Museum. Responsibilities include managing HSM's membership, assisting with donor records and donor acknowledgements, maintaining the Museum's calendar, updating the HSM website and social media, and coordinating the Museum's annual appeal. The Administrative Assistant may assist with light bookkeeping tasks, database updates/maintenance, and other duties, as needed. This position works in close collaboration with the Executive Director, Business Manager/Bookkeeper and Visitor Services Coordinator.

Employment Type: This is a part-time temporary 6-month position with flexible hours, ranging from 10-15 hours per week. This position is a hybrid of in-person and remote work, depending on the task at hand.

Pay Range: \$20-\$24/hour.

Primary Duties:

- Manage the Museum's membership programs, including mailing monthly renewal invites, membership materials and ensuring member records are maintained
- Oversee the entry of records into the Museum's donor management system (Donor Perfect) and manage updates and maintenance to Donor Perfect, as needed

- Process monthly gift receipts and acknowledgments in coordination with Business Manager and Executive Director
- Maintain the monthly calendar for the Museum, including all board meetings, committee meetings, staff meetings and special events
- Prepare donor reports and assist the Executive Director in donor stewardship, exhibit sponsorship and grant opportunities
- Assist with the coordination and distribution of the Museum's annual fundraising appeal
- Manage and coordinate the Museum's e-newsletter with support and input from staff
- Update the Museum's website and social media accounts in coordination with staff
- Assist with special events, open houses, and museum admissions, as needed
- Other duties, as needed

Qualifications:

- College degree or equivalent work experience
- Excellent office and computer skills (Microsoft 365, Google Suite, Squarespace, Constant Contact, Donor Perfect/equivalent CRM database)
- Strong verbal and written communication skills
- Strong organizational skills with great attention to detail
- Adept at prioritizing multiple tasks and meeting deadlines
- Collaborate as a member of a small team, ability to be flexible and responsive to competing needs and priorities

The Henry Sheldon Museum is an equal opportunity employer, is committed to programs of Equal Employment Opportunity (EEO) and the principles of affirmative action.

How to Apply:

Interested candidates please send a letter of interest, resume, and three references to jobs@henrysheldonmuseum.org or mail hard copy to: Henry Sheldon Museum, Curator & Collections Manager Search Committee, One Park Street, Middlebury, VT 05753. All materials will be confidential, and references will not be contacted without advance permission. No phone calls please. Position is open until filled.