

PART-TIME ADMINISTRATIVE POSITION

SUSQUEHANNA ART MUSEUM

Central Pennsylvania's only dedicated art museum seeks a part-time employee (25 hours per week) to coordinate a variety of administrative functions within the organization to include:

- Accounts Receivable
- Accounts Payable
- Volunteer Management
- Museum Gift Shop Oversight
- Marketing/Membership fulfillment
- Other duties in keeping with Museum functions

Necessary/Required Proficiencies:

- Microsoft Office Suite (including Word, Excel, Powerpoint)
- Data entry
- Ability to work on-site. Most job functions must be done on museum premises.
- Website/Technical skills including social media
- Excellent writing skills

Preferred Proficiencies (not mandatory, but very helpful):

- Point-of-sale experience – Square
- Little Green Light (database) experience
- Interest in Art/Art History/Museums

Salary: Will be set at an hourly rate and is somewhat negotiable, depending on candidate's experience.

References: Three references including at least one professional reference required.

Please submit current resume, references, plus writing sample to:

Alice Anne Schwab

Executive Director

aschwab@SusquehannaArtMuseum.org

1401 N 3rd Street * Harrisburg, PA 17102