

## **Job Description**

### **Administration and Membership Associate**

#### **The Pratt Museum**

The Pratt Museum is dedicated to strengthening relationships between people and place through exhibits, stories, programs and events relevant to the Kachemak Bay area. The museum's approach integrates art, science and culture to explore issues and topics from traditional cultures of the region to our changing environment. Founded as the Homer Society for Natural History in 1955, the Pratt Museum's collection includes over 24,000 artifacts, artworks, specimens, images, recordings and other archival material. Our values demand artistic excellence, cultural awareness and inclusiveness in all exhibits, programs and collections work. In addition to being a place of preservation/conservation, sharing and learning, the Pratt has always served as a vibrant community center, a place for enjoying and connecting. This enduring vision remains at the heart of the museum today.

#### **Position Summary**

Reporting to the Finance & Grants Manager, the Membership & Admin Associate (Associate) is a vital member of a small energetic team who love what they do. The Associate will support management of two primary categories of work:

- Membership & Development
- Front of House (front desk, admissions, docents, volunteers, etc.)

This position requires being reliable and detailed oriented with a positive, collaborative mindset; strong listening and learning skills; strong communication and organizational skills and the ability to independently manage tasks. Knowledge of Word, Excel as well as basic knowledge of, or ability to learn Past Perfect, Microsoft Publisher and PowerPoint is required.

This position is a year-round part-time, 25 hours per week with the potential to grow over time.

#### **Essential Job Functions**

##### *Membership*

- Work with staff to identify and deliver member benefits including acknowledgement letters, membership cards, newsletters and event invitations;
- Use mail merge to extract data from the membership database to:
- Send renewal notices to expiring members, and maintain membership databases
- Generate donor/member gift acknowledgement letters;
- Promote membership renewals and marketing efforts;
- Interact with members as requested and/or appropriate; and
- Provide regular reports to Finance & Grants Manager and the Executive Director on membership analysis, data and trends.

##### *Front of House*

- Schedule the staffing of the front desk incorporating both staff and volunteers
- Track hours of volunteer staff
- Perform public outreach to acquire volunteers to meet staffing needs
- Train front desk staff in opening, closing operations and front desk protocol.
- Review daily transactions and reports, ensuring monetary accuracy
- Fill out reports summarizing weekly activities

##### *Other*

As part of a small, closely knit team, the Associate is expected to be a proactive team player willing to help with other duties as needed or assigned.

#### **Application and Hire Date**

To be considered for this position, send an application, letter of interest, resume and professional references to Jennifer Bartolowits at [office@prattmuseum.org](mailto:office@prattmuseum.org). Applications will be accepted until the position is filled.