Office Manager & Program Support position
Jane Addams Hull-House Museum

Type: Extra Help, Full Time (37.5 hrs per week), potential for permanent position.

The Office Manager & Program Support position at Hull-House acts as the primary liaison between museum staff and the administrative staff of the College of Architecture, Design, and the Arts, including the Account Technician and Assistant to the Dean. The position supports the Hull-House Museum’s mission by implementing administrative systems, procedures, and policies, and completing administrative projects as needed. This position manages museum financials, vendor, contract and honorarium agreements, various recordkeeping systems, and general operating practices. Additionally, the Office Manager oversees the museum shop as manager and store buyer and supervises museum educators who work as cashiers. The position works alongside other full time staff as a key team member, participating in weekly staff meetings and program support.

Primary Responsibilities

GIFT SHOP
- Manages museum gift shop which includes ordering merchandise, tracking and maintaining inventory, deposits and monthly tax reporting

FINANCIALS
- Works closely with the College’s administrative team to manage museum accounts
- Internally tracks all expenses and income including visitor donations, gift shop sales, services the museum pays for, and ordering of all supplies and materials
- Assist with grant financials and reporting
- Produces monthly financial reports for the Director

FACILITIES
- Oversees general facilities maintenance and serves as the liaison between JAHHM and UIC Facilities
- Enters new work orders and follows up on outstanding orders
- Supervise undergraduate students working as facilities assistants

ORGANIZATION / RECORDS MANAGEMENT
- Work with facilities and events staff to develop and maintain an equipment inventory
- Maintain a preferred vendors list for internal use
- Digitize receipts and other relevant documents. File original documents with appropriate parties.

HUMAN RESOURCES
- Update JAHHM personnel policies and orientation manuals as needed
- Reviews part-time employee time sheets
- Tracks undergraduate student employee wages, merit increases, & performance evaluations.
- Participates in monthly unit assistant’s meetings hosted by HR staff in the College.

GENERAL OPERATIONS SUPPORT
- Creates and distributes schedules of part-time employees and manages central calendars
- Manages day-to-day communications between the museum and the public by directing requests by phone, mail, and email as needed
- Prepares and distributes an agenda for weekly staff meetings and records meeting minutes
- Update voicemail and website with staff changes and holidays when the museum is closed to the public
• Contributes to team collaborations by accomplishing related tasks as needed.

**Required Skills & Qualifications:**

• At least two years of administrative, office management or business management experience required.
• Ability to work in a collaborative/team-centered environment.
• Strong verbal communication and administrative writing skills.
• Organized and detail-oriented - some experience developing and/or implementing administrative systems.
• Experience with Microsoft Office products.

**Preferred Skills & Qualifications:**

• Awareness of the latest business management practices and a desire to innovate the museum’s operational systems.
• Product design experience.
• Grant reporting experience.
• Experience supporting a fast-paced organization.
• Commitment to the values of the museum.
• Problem solving skills and creativity.
• Spanish speaker.

To apply, please send a statement of interest and resume to Lisa Junkin Lopez at ljunkin@uic.edu. Applications will be accepted on a rolling basis until February 20. The University of Illinois at Chicago is an Affirmative Action/Equal Opportunity Employer.