

## BENTON COUNTY HISTORICAL SOCIETY

**TITLE:** Operations Manager

**SUPERVISOR:** Executive Director

**EMPLOYMENT STATUS:** Full time salaried, exempt

### Job Description

The Operations Manager handles coordination of all facilities maintenance including buildings, landscaping, and janitorial; oversees our rental program; manages front desk staff and scheduling; and oversees the financial operations of BCHS.

### Essential Duties & Responsibilities

- Facilities Management
  - Serve as point person for all facilities-related contractors and vendors, coordinating scheduling and overseeing services provided
  - Handles basic janitorial and maintenance needs
  - Oversees any facilities-related staff and volunteers
  - Ensures annual inspections are completed
  - Responsible for OSHA compliance and safety training for staff and volunteers
- Rental program
  - Manages rental process including contract negotiations and oversees calendar
  - Build and maintain relationships with caterers, event organizers, and staff
  - Updates rental program to maximize revenue
  - Manages and maintains event policies, including OLCC and OSHA regulations
  - Schedules staff to work rentals
- Front Desk Staff
  - Supervises, directs, and evaluates visitor services staff
  - Develops and coordinates staff schedules, organizes, prioritizes, and assigns work
  - Oversees admission sales and procedures
  - Evaluates all front desk, admissions procedures for efficiency and makes changes when necessary
- Financial Operations
  - Oversees financial operations of BCHS including payroll, budgeting, paying bills, making deposits, etc.
  - Assists in developing and implementing annual operations budget
  - Prepares financial reports for bi-monthly board meetings
  - Monitor and assure BCHS' 501(c)3 compliance including submission of annual IRS 990
  - Work with CPA to ensure accurate, timely recordkeeping/reporting
- Other duties
  - Compiles necessary reports detailing department activities
  - Creates and maintains policies and procedures for effective operations
  - Support the mission, vision, and values of the Benton County Historical Society
  - Contribute to and support the strategic plan, annual action plans, and institutional initiatives

### Secondary/Additional Responsibilities

- Performs other duties as assigned

### Supervisory Responsibilities

- Front desk staff members
- Front desk volunteers

### Required Knowledge & Skills

- Facilities Management
  - Knowledge of National Trust standards and best practices for listed buildings
  - Knowledge of or willingness to learn about environmentally friendly cleaning practices
  - Proven track record in effective management of facilities
  - Basic handyman skills preferred
- Rental program
  - Experience developing and managing revenue-producing rental program
- Front Desk Staff
  - Experience in managing and leading people from diverse backgrounds
- Financial Operations
  - Proven track record in financial management
  - Experience with and understanding of general accounting, grant tracking, payroll management, and general business systems and functions
  - Familiarity with QuickBooks Online for Non-Profits required
- General
  - Multi-lingual, especially in Spanish, preferred
  - Excellent verbal and written communication skills
  - Strong organizational and project management skills and exceptional attention to detail
  - Ability to supervise volunteers
  - Ability to work collaboratively or independently
  - Basic understating of museum industry standards and best practices is preferred

### Education, Formal & Informal Experience

- B.A. in accounting, business management, or a related or applicable field
- Minimum 5 years of relevant management experience
- Experience will be considered in lieu of education

### Job Conditions

- Exempt/full time
- Schedule is 40 hours per week with some weekend hours likely
- Occasional evening hours
- Will be on call list for alarm company
- Possession of a valid Oregon Driver's License required

### Physical Activities

- Ability to lift up to 40 pounds
- Continual computer use
- Frequent sitting/standing/walking
- This is not a comprehensive list of physical activity required for this position

### Established Guidelines for Position

AAM Museum Code of Ethics, BCHS Employee Handbook

## Company Description

The Benton County Historical Society (BCHS) was formed in 1951 to preserve and share the history of Benton County. In the 1970s, a group of local citizens saved the Philomath College Building and restored it for our use. We began operating our Philomath Museum in that building in 1980 and have continued to this day.

This acquisition of the collection of Oregon State Museum's Horner Museum in the mid-2000s necessitated construction of the Johnson Collections Center, a 13,000 square foot state-of-the-art collection storage facility located behind the Philomath Museum. We now have over 126,000 items in our collection, and are actively collecting.

Delayed by the pandemic, we opened the long-awaited Corvallis Museum in February 2021. Designed by Allied Works Architecture, it was conceived to be a departure from the traditional history museum.

Our mission is to connect our community by preserving and sharing its diverse, evolving stories through history, culture, and art.

We achieve this through:

- Authenticity - We provide access to history and culture through well-documented collections, accurate interpretation, and reliable scholarship.
- Curiosity - We encourage curiosity about history and culture, within ourselves and our community, when sharing and exploring the relevance of the stories we tell.
- Cultural Humility - We respect diverse cultures and perspectives and continually challenge our biases by engaging in meaningful dialogue with others.
- Excellence - We strive to meet the highest professional standards through combining best practices and innovation in order to serve our community and engage at the deepest level.

Our vision:

We are a center of the community, fostering dialogue and ideas that catalyze an inclusive understanding of our past and culture, and consideration of the shared future we hope to create.

BCHS is committed to equal opportunity in employment, meaning that employment decisions (including but not limited to hiring, promotion, compensation, and discipline) are made without regard to gender, (including pregnancy-related conditions) race, color, religion, national origin, sexual orientation, mental or physical disability, age (within statutory limits), marital status, retaliation, association with a protected class, or any other status protected by law. Employment decisions are made on the basis of individual qualifications, merit, and other legitimate business considerations. This commitment ensures that persons with disabilities are provided reasonable accommodations to participate in the application, interview, and hiring process. If reasonable accommodation is needed to participate in the job application or interview process, perform essential job functions, and/or receive other benefits and privileges of employment, please contact Jessica Hougen, Executive Director, at [jessica@bentoncountymuseums.org](mailto:jessica@bentoncountymuseums.org) or 541.929.6230.

## Benefits

- Exempt/Salaried/Full-time
- Budgeted compensation is \$58,000
- Healthcare package includes medical, dental, and vision
- Retirement program with matching company contributions
- Paid time off: 10 holidays and 2 floating holidays, vacation, sick, adjustment, and bereavement leave
- Gift shop discount

### Application Process

To apply email your application to Jessica Hougen, Executive Director, at [jessica@bentoncountymuseums.org](mailto:jessica@bentoncountymuseums.org)

Complete applications should include a resume, cover letter, and three references. Incomplete applications will not be considered.

For full consideration applications should be submitted by 5pm on