

**Wenham Museum
JOB DESCRIPTION**

Position Title: Operations Manager	Division/Department: Operations
Supervisor: Executive Director	FLSA Status: Non-Exempt; Part Time
Pay Grade: Commensurate with experience; sliding scale ranging from \$22/hour (2 years of experience) to \$32/hour (30+ years of experience).	Date Updated: 7.25.26

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

The Operations Manager is responsible for overseeing the museum's daily operations, ensuring smooth coordination between internal teams and external contractors in finance, human resources, information technology, and facilities. This role serves as the primary liaison between museum staff and contracted service providers, ensuring that operational needs are met efficiently and effectively. The Operations Manager will play a critical role in optimizing resources and ensuring that all operational functions support the museum's overall strategy, mission, vision, and goals.

ESSENTIAL JOB FUNCTIONS

1. Financial & Administrative Oversight (40%).

- Supervises the finance contractor, ensuring timely budgeting, financial reporting, and adherence to best practices in nonprofit financial management.
- Assist with financial analysis to support decision-making by the Executive Director and Board.
- Oversee contract management and ensure compliance with all vendor agreements.

2. Human Resources Coordination (15%).

- Work closely with the human resources contractor to ensure compliance with employment regulations, payroll processing, and staff onboarding/offboarding.

3. IT Coordination (15%).

- Serve as the primary liaison between museum staff and the IT contractor, ensuring that technology needs are met and that systems remain secure and up to date.

4. Facilities Contractor Management (15%).

- Oversee the facilities contractors, ensuring proper maintenance of the museum's building, grounds, and gardens.

5. Cross-Departmental Coordination (15%).

- Act as the primary liaison between museum staff and external contractors to ensure that operational needs are met efficiently.
- Support leadership in long-term strategic planning for museum operations.
- Assist with special projects and operational improvements as needed.

JOB QUALIFICATIONS

Necessary Education or Work Experience

- Bachelor's degree in business administration, nonprofit management, or a related field (or equivalent experience).
- 3+ years of experience in operations management, nonprofit administration, or a related role.
- Strong budgeting, financial oversight, and contract management experience.
- Knowledge of human resources practices, including compliance with labor laws.
- Familiarity with museum or cultural institution operations preferred.
- Excellent communication and problem-solving skills to liaise effectively between staff and contractors.
- Ability to manage multiple projects and deadlines in a dynamic environment.
- Experience with facilities management, IT coordination, or vendor oversight is a plus.

Other Qualifications/Requirements:

- Occasional evening or weekend hours may be required for events or emergencies.
- Performance of other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position requires the ability to perform the following activities throughout the workday:

- Stand and walk for extended periods of time
- Sit, bend, kneel, and reach above and below shoulder level
- Perform repetitive motions, including typing and filing
- Lift, carry, and move materials weighing up to **40 pounds**, with or without reasonable accommodation

The work environment is active and visitor-facing. Noise levels may vary and can be unpredictable, ranging from quiet to moderate to loud, particularly during programs, events, and peak visitation periods.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

HOW TO APPLY:

Please submit a cover letter and resume to info@wenhammuseum.org. Applications will be reviewed on a rolling basis, and recruitment will remain open until the position is filled.