

**Job Title:** Collections and Office Manager

**Location:** Historic Stranahan House Museum, Fort Lauderdale, FL

**Employment Type:** Full-time, Monday–Friday, 8 hours/day

**Position Overview:**

The Historic Stranahan House Museum seeks a versatile, organized, and detail-oriented professional to serve as Collections and Office Manager. This full-time role combines responsibilities across collections management, office operations, marketing, and general administrative support. The successful candidate thrives in a dynamic environment, is comfortable being responsible for multiple tasks, and is committed to supporting the museum’s mission to preserve and share Fort Lauderdale’s history.

**Key Responsibilities:**

**1. Collections Management**

- Oversee the care, cataloging, documentation, and storage of the museum’s collection.
- Lead digitization and migration of collection data to new software (PastPerfect to Catalog It).
- Maintain accurate records and ensure proper preservation practices.

**2. Office Administration**

- Manage daily office operations, including phone and email inquiries.
- Maintain office and kitchen supplies, equipment, and procurement, ensuring compliance with nonprofit tax exemptions.
- Schedule and coordinate appointments for property maintenance and repairs.
- Assist the Executive Director with administrative tasks, including drafting letters, processing donations, and other correspondence.
- Perform opening and closing procedures for the museum and office, including alarms, lights, and gate security.
- Provide consistent on-site coverage to support staff and volunteers.

**3. Gift Shop Management**

- Maintain inventory and display of museum shop items, ensuring a welcoming and attractive presentation.
- Place orders for products, packaging, and supplies.
- Train staff and volunteers on the point-of-sale system (Square) and shop procedures when necessary.
- Research potential new merchandise and trends.

**4. Marketing and Communications**

- Manage all museum marketing initiatives, including social media platforms (Facebook, Instagram, X), online event promotion, and digital content creation.
- Maintain the museum’s contact database, ensuring accuracy and efficiency in Constant Contact.
- Compile, format, and schedule the monthly Trading Post newsletter.
- Promote museum programs and events through local online calendars and other channels.

**5. Membership Coordination**

- Maintain and grow the museum’s membership program, including outreach for renewals and promotion of membership tiers.

- Prepare and mail membership packets and incentives.
- Develop creative strategies to increase engagement and retention.

#### **6. Event Planning and Support**

- Assist with planning, setup, execution, and breakdown of museum events and fundraisers.
- Manage event registration and ticketing, including online availability and check-in processes (FareHarbor/Museum Website).
- Support the Executive Director with sponsor coordination and pre/post-event communications.
- Create and organize event signage and materials.
- Attend occasional evening or weekend events as required (less than 5 per year).

#### **7. Digital and Website Management**

- Maintain the museum's website with accurate, up-to-date information on tours, events, and programming.
- Ensure online platforms are user-friendly and current.

#### **Qualifications:**

- Proven experience and schooling in museum collections management or related fields.
- Proficiency in Microsoft Office required; experience with PastPerfect, Catalog It, Square, Constant Contact, Canva, and FareHarbor preferred but not required.
- Strong organizational, multitasking, and time management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a small team environment.
- Willingness to perform occasional physical tasks related to event setup and museum maintenance.

Salary for this position will range from \$40,000 to \$45,000 based on experience. Benefits are not included in this job. Holiday, vacation, sick, and personal hours are available. All qualified applicants should send their resume and cover letter to [director@stranahanhouse.org](mailto:director@stranahanhouse.org). Phone calls and emails without attachments will not be responded to.