



The Henry L. Ferguson Museum

JOB DESCRIPTION

JOB TITLE: Administrative Assistant (Part-time Position)

SALARY RANGE: \$20-\$30/ hour commensurate with qualifications and experience

HOURS: up to 24 hours per week

REPORTS TO: Director, H.L. Ferguson Museum

LOCATION: H.L. Ferguson Museum office, Fishers Island, New York. The candidate is expected to be resident on Fishers Island or able to commute to Fishers Island. For an off-island candidate, a stipend may be provided to reduce the cost of commuting by ferry from New London, CT or Noank, CT

ROLE OF THE ADMINISTRATIVE ASSISTANT

The Henry L Ferguson Museum is seeking someone to help the functions of the Museum run smoothly. Assisting the Museum director, this person or persons will work on a variety of tasks, including greeting Museum visitors and answering questions, filing and data entry, helping with events and programming, and helping track the Museum's financials. The primary function is to assist the Director in his managerial duties.

Major Functions

- To keep the Museum's administrative tasks organized and carried out in a timely manner
- To liaise with the Museum's members and visitors, keeping them informed, answering questions and tracking attendance
- To manage the data entry functions for the Museum, including financial records, membership lists, and collections records.
- To aid the Director in all aspects of Museum management.

Responsibilities

- To acknowledge receipt of financial donations and maintain up-to-date membership lists, and properly file donation records.
- To maintain overall Museum calendar, including events, application deadlines, reporting deadlines, and other needs

- To maintain the log of all acquisitions to the collection, assigning appropriate identification numbers and information, as well as properly filing or storing the items.
- To promote events and programs, manage event set-up and track attendance.
- To manage the Museum's filing requirements, which includes payroll filing, annual filing of deeds, and audit information, and manage records in the Museum's filing system
- To manage bill payment, including writing checks, tracking payments, and filing receipt
- To coordinate Museum cleaners and other contractors and to ensure access to the building and oversight when needed
- To aid the Director in the production and mailing of the newsletter.
- To open and close the Museum to visitors as needed and to serve as a docent, greeting guests and providing orientation information to visitors.
- To collect mail and freight
- Other duties as assigned to help the Director.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

Required:

- Strong organizational and project management skills and experience.
- Proficient with modern computer applications, including word processing, data storage and manipulation, development of visual presentations, and Internet research and communications.
- Excellent listening, written and oral communication skills and the ability to professionally and confidently represent the Ferguson Museum in person and via print and social media.
- An adaptable self-starter able to work independently and anticipate Museum needs.
- A valid driver's license and clean driving record.

Desirable

- Demonstration of a personal interest in the Henry L Ferguson Museum and Land Trust, and the preservation of Island history and conservation of its natural resources.

TO APPLY:

Please send your resume, a cover letter detailing how you meet the requirements for the position and contact information for 2 professional references to: fimuseum@fishersisland.net by March 31, 2025.