



Children's Museum
of Southern Minnesota

224 Lamm Street
Mankato, MN 56001
cmsouthernmn.org
507.386.0279

MUSEUM GENERALIST

At the Children's Museum of Southern Minnesota, we believe our team is part of something extraordinary. Our Museum is community-built and community-sustained, with a mission to ignite the natural curiosity of every child through the power of play in a dynamic, awe-inspiring environment. As a Museum Generalist, you will have the opportunity to perform meaningful work and find enjoyment in the energy this lively environment inspires.

Join our team! As our Museum Generalist, you will have responsibility for working in a fast paced environment providing high level support to our Director team. You will report to the Director of Memberships and Guest Services. This job is a non-exempt, full-time position at 40 hours/week. Weekend or evening hours may be required, as well as availability for additional hours for special events and programs. This position is eligible for benefits, matching SIMPLE IRA plan, vacation, sick and holiday. Key attributes include adaptability to a wide variety of technology platforms, commitment to continued improvement and efficiency of museum practices, attention to detail, self-motivation and flexibility, and the ability to maintain a positive attitude while dealing with the unexpected. Further, as the Museum is a growing, inclusive organization, any candidate should be open to performing a variety of tasks and look forward to working with friendly and collaborative people.

Take the next step! Please submit a resume, cover letter, and references to Heather Ungerer, Director of Human Resources, at heather.ungerer@cmsouthernmn.org. Review of applicants will begin immediately.

Primary Duties include, but are not limited to:

- Extensively work with a variety of technology platforms to create efficiency in ongoing day to day task of the museum specifically with: marketing, donor relations, fundraising, complex constituent records, etc.
- Provide high level support for a wide variety of museum projects.
- Manage a variety of project deadlines and delivering as requested.
- Primary staff member responsible for answering phone and directing calls and/or following up with messages as appropriate.
- Manage mail, postage, packages, and museum errands.
- Learn aspects of Altru and support back office as needed.
- Provide excellent and enthusiastic customer service.
- Assist with museum membership – online purchases, printing, duplicates, purging, renewals, etc.
- Assisting with scheduling museum events including but not limited to: group rentals and after hour's events.
- Assist in Membership drives, and in effective use of free admission pass programs.
- Monitor weather conditions and inform staff of developing weather situations.
- Assist in effective crisis management/emergency evacuation plan as part of the team.

PLAY. It's what we do.



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- Included on phone tree for questions and emergency on weekends.
- Represent the Museum with the highest level of professionalism.
- Communicate effectively and respectfully with visitors, co-workers, supervisors and other organizations.

Qualifications

- Associates Degree required
- Bachelor's Degree preferred
- Adaptability to a variety of technology platforms
- Proficiency with Microsoft Office software
- Knowledge and experience with Altru is a plus
- Exceptional customer service skills
- Organized, structured, and has attention to detail
- Enthusiasm and support for the Museum
- Commitment to striving to find efficiency and ongoing improvement of all museum practices.

Work Conditions:

- Exerting up to 40 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, and pull or otherwise move objects.
- Job requires ability to stand and walk for extended periods of time.
- Job requires stooping, kneeling, crouching and bending.
- Job requires a high degree of interaction and engagement with others.

About Children's Museum of Southern Minnesota

The vision for the Children's Museum of Southern Minnesota is to be a catalyst for building a stronger, more vibrant community around play so that all children in our region share in a bright future of opportunity and well-being. Located in Mankato, Minnesota, the Museum welcomes nearly 100,000 visitors and maintains over 2,100 memberships annually, and continues to be a resource for the region, providing the opportunity to experience the joy of learning through the power of play to all children and families.

The Children's Museum of Southern Minnesota is an equal opportunity employer.

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