



UMLAUF Sculpture Garden + Museum, Austin, Texas
Museum Coordinator, Part-Time
Position Description

Title: Museum Coordinator

Type of Position: Part-time, 30 hours per week, including some weekend and evening hours.

Reporting Relationship: This employee collaborates with the entire staff and reports to both the Executive Director and Community Engagement & Programs Manager.

Compensation: \$18.00/hour for average of 30 hours/week, paid on a semi-monthly basis. Compensation is subject to deductions for taxes and other withholdings as required by law or the policies of the organization.

Location of work: The UMLAUF Sculpture Garden + Museum, 605 Azie Morton Road, Austin, TX 78704

The UMLAUF: Located in the heart of Austin and adjacent to Zilker Park, the UMLAUF Sculpture Garden + Museum features a permanent collection of sculptures by Charles Umlauf nestled within a 6-acre garden. The gallery and garden rotate carefully curated exhibitions of 20th and 21st century art. In addition to organizing a wide variety of public programming for all audiences, the UMLAUF offers a beautiful, unique location for private and corporate events. The UMLAUF is a not-for-profit City of Austin-owned museum whose stated mission is to exhibit the work of Charles Umlauf and other visual and performing artists in a museum and garden setting. We provide educational and cultural experiences that encourage the understanding and appreciation of the intersection of nature, sculpture, and the arts.

Role: The employee is a key ambassador for public and private activity at the UMLAUF and supports many of the day-to-day public-facing operations.

Essential duties:

- Manage the daily functions of the public-facing logistics of the Museum, including but not limited to:
 - Exercise direct supervision over volunteers and part-time weekend staff.
 - Recruit, recommend for hiring, schedule and train, volunteers and part-time weekend staff.
 - Serve as liaison with Garden Volunteer Coordinator to supervise volunteer groups (corporate, NCL, YMSL, etc.)
 - Supervise and support day-to-day operations of Museum admissions desk.
 - Compile and maintain records and statistics of visitors; prepare and submit reports relevant to activities and facility operations.
 - Respond to visitor inquiries about the Museum and facilities.
 - Ensure that museum website is accurate, user-friendly, and appealing.
 - Work closely with Social Media contractor to market and promote Museum.
- Interpret, explain, and ensure compliance with City Museum program policies and procedures.
- Assist with public and private programs.
- Assist with Neon/CRM database.

Goals:

- Develop and maintain a culture of continuous improvement in visitor experience + volunteer experience.



- Organize regular, in-person “All Staff Stakeholders Meetings” and volunteer appreciation events.
- Build and lead a proactive and motivated team that delivers exceptional standards of visitor experience and superior day-to-day operations.
- Always exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Requirements:

- B.A., B.F.A., or B.S. from an accredited institution.
- Minimum 2-year experience in a non-profit museum setting.
- Excellent writing and communicating skills.
- Experience with Microsoft 365, Teams, and PowerPoint.
- Experience with Mac platforms and databases.
 - Preferred: facility with Adobe Creative Suite; graphic design skills.
- Experience operating multi-line phone systems.
- The employee will demonstrate the ability to manage time, maintain a safe and clean environment, practice confidentiality, treat all persons with respect and professional courtesy, accept and provide constructive feedback, and work as a team player.

Work Environment & Physical Demands:

- Essential Duties require the following physical skills and work environment:
 - Regular hours: Tu-Fri 9:30-4:30, with additional hours as needed.
 - Ability to work in a standard office environment.
 - Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; potential exposure to mechanical, electrical, and chemical hazards; ability to travel to different sites and locations.
 - This position will require occasional evening and weekend work, in addition to events and may require approved travel as needed.

The UMLAUF is an equal opportunity employer committed to creating a diverse, equitable and inclusive environment.

Please submit resume and brief cover letter via e-mail to operations@umlaufsculpture.org for review. No phone calls please.

Closing date: June 3, 2022