

OFFICE COORDINATOR
SOUTH DAKOTA RAILROAD MUSEUM

Full-time position; \$20.00 per hour

Start date negotiable

Hours will vary as needed to accommodate seasonal hours but will not exceed 2,040 hours/ year

Paid Holidays (6 days): New Year's Day (Jan.1), President's Day (3rd Mon. in Feb.), Native American Day (2nd Mon. in Oct.), Veteran's Day (Nov. 11), Thanksgiving Day (4th Thur. in Nov.), Christmas Day (Dec. 25)

Characteristics

- Enjoys meeting and visiting with people
- Good organizational skills
- Basic computer skills
- Ability to adapt to changing needs
- Willingness to learn

Responsibilities

- Open and close Museum
- Handle visitor admissions
- Develop and coordinate volunteer schedules
- Pick up and process mail
- Prepare daily budget sheets for Board Treasurer
- Make bank deposits after Board Treasurer review
- Maintain inventory list
- Assist with events and exhibits

If interested, please contact Lesta Turchen at lestaturchen@outlook.com.