

Rossetter House Museum & Gardens

1320 Highland Ave.,
Cau Gallie, FL 32935



PART TIME ASSOCIATE SITE-MANAGER

WE ARE LOOKING FOR AN ENTHUSIASTIC EMPLOYEE WHO LIKES TO INTERACT WITH THE PUBLIC.

HOURS: WEDNESDAY THROUGH SATURDAY 10 AM TO 4 PM AND OCCASIONAL SPECIAL EVENTS.

ASSOCIATE SITE-MANGER DUTIES:

- Working with the co-site manager in all areas of the museum management
- Opening and closing the museum
- Helping maintain and manage the museum website, calendars, social media outlets, and communication outlets
- Giving public, private and school tours during regular operating hours
- Overseeing basic functions of the gift shop including running the cash register
- Planning special events such as Victorian teas
- Helping with interpretation and exhibition development
- Managing volunteers
- Helping maintain the building and grounds
- Participating in historic preservation efforts for the museum
- Staying up to date on best practices for museum management
- Other duties as needed

SUCCESSFUL CANDIDATE:

- Should be self-motivated, organized, flexible and detail-oriented.
- Should have leadership ability, strong writing skills, an enthusiasm for history, and the ability to communicate.
- Basic computer skills a must, with experience with Microsoft Office and social media outlets preferred
- This job requires the Associate Site Manager to be actively moving around the house and grounds and someone able to climb a flight of stairs. They should also be able to do light maintenance around the property.

EXPERIENCE PREFERRED, BUT NOT NECESSARY FOR THE RIGHT PERSON.

PLEASE EMAIL RESUME TO rossetterhouse@gmail.com