Georgetown
COUNTY MUSEUM

Georgetown Count Historical Society
November 2026
843-545-7020

120 Broad Street
Georgetown, SC 29440
info@georgetowncountymuseum.com

Job description - Museum Manager

The Museum Manager is responsible for the day-to-day operations of the Museum as well as other tasks set forth below. Currently, the Museum is open for four hours, Tuesday through Saturday from 11:00 to 3:00. Opening hours are expected to increase in 2027.

When issues arise, the Manager handles resolutions, provides feedback to the Board, and routinely reports to the Board about Museum functions. The Museum Manager is responsible to the Georgetown County Historical Society Board and reports to the Executive Committee.

The Rice Trunk Gift Shop – With Volunteers, the Manager oversees operations of the gift shop as well as wholesale book sales to local bookstores. There is a separate committee that is responsible for acquiring merchandise, arranging items, etc.

The Manager will represent the Georgetown County Museum at meetings on site & off site, such as Georgetown Business Association, Georgetown 250th Committee, Arts Council for Art and Wine Festival, etc., when the Museum is involved in events.

The Manager will assist the Board with any requests.

The Manager must be familiar with Microsoft Office programs.

The Manager is responsible for maintaining membership information.

Volunteers - Helps recruit, schedule and supervise volunteer Docents to ensure that the Museum is properly staffed. See Docent duties below. Works with volunteers to identify and assign projects that match volunteer skills. The manager will occasionally perform Docent duties.

Should have familiarity with or willingness to learn PastPerfect collections management software.

Email resume or questions to jobs@georgetowncountymuseum.com

Daily tasks:

- Open and close each day by 11:00, close at 3:00, set security system. Hours are expected to increase sometime in 2027.
- Communications: telephone, email as well as personal interactions.
- Manage social media for Museum - Post announcements, post interesting information on Facebook which is linked to our Instagram page.
- Arrange group tours when scheduled by having enough personnel on hand, opening Museum at odd times if necessary.
- Help at Museum Events such as Cattails & Cocktails (our annual fundraiser in the Spring) and other planned events.
- Keep up with light housekeeping, either personally or assigning tasks to volunteers.
- The Manager is not responsible for the collections/artifacts and exhibits. We have a Collections Committee who handles this.
- Financial: Prepare daily cash closeout report for the Giftshop. Prepare end of week bank deposit. Monitor account at PayPal. Assist visitors in gift shop if Gift Shop volunteer is needed elsewhere. Record sales. Help in daily cash closeout.

<u>Qualifications</u>

Experience working at a nonprofit organization or small business a plus.
Knowledge of and aptitude in computer and software applications.
Familiarity with use of social media platforms and presentation software.
The Museum Manager must possess and demonstrate :

- Leadership, managerial, planning, and administrative skills
- Possess a strong interest in local history and culture.
- Strong interpersonal, communication, and problem-solving skills.
- Tact and diplomacy in dealing effectively with donors, volunteers, and organizational partners.
  A positive attitude with the ability to work both independently and collaboratively.

Museum Manager

Salaried at - see below
Paid every other week
Schedule as follows

Salary based on following hours, some of which can be performed off-site		
Tuesday	6.5	
Wednesday	6.5	
Thursday	6.5	
Friday	6.5	
Saturday	6.5	
Extra	4.0	(1)
Total hours	30.0	

(1) could accumulate to cover any special events such as C&C, Lectures etc. If actual exceeds the accumlated amount then take compensatory time off.

This employment is "at will".

This is not a contract, rather a statement of employment details.

Compensation between $26,500 to $31,200 annually based on experience