PAVEK MUSEUM EMPLOYMENT OPPORTUNITIES

Job Type
Full-Time (40hrs/week)
Tuesdays - Saturdays

Location
Saint Louis Park, MN

Job Title
Human Resources and Accounting Specialist

Reports To
The Human Resources and Accounting Specialist will report directly to Managing Directors.

Job Overview
The Pavek Museum is looking for an experienced, engaged, and positive individual to join their team. The Pavek Museum preserves and presents the history of electronic communication and provides a learning environment for those interested in the science of electromagnetism and sound.

Responsibilities and Duties

• Coordinating employee benefits, including health insurance, life insurance, workers’ compensation & retirement planning.

• Paying and staying up-to-date on billing, as well as documenting museum expenses. Reporting these into the museum’s financial database.

• Evaluating museum’s quarterly financials, creating financial reports and presenting them to the Pavek Museum Board of Directors.

• Participating in day-to-day museum docentry, administrative duties, and building sponsor relationships.

• Contributing and supporting the day-to-day museum educational operations.

Minimum Required Qualifications

• Bachelor’s Degree (or equivalent) with job description related focus

• 3 + years experience working with patron relations, education, booking keeping & financials, and administrative duties.

• Experience in efficiently using financial software, organizational databases and Microsoft suite.

• Experience working in and leading educational programs with students (K-12) and adults.

• Strong communication skills. Able to lead, as well as take initiative on individual tasks. Able to take direction for management and work well in a team environment.

Pavek Museum - jobs@pavekmuseum.org
Preferred Qualifications

- CPR and AED training.
- Fluency in language(s) other than English valued (i.e. Spanish, Somali, and Hmong).
- Experience working in museums or other cultural heritage organizations.
- Knowledge of electronic communication and the history of broadcasting.
- Cultural competency and experience working with diverse communities.

Physical

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Starting Salary

Hourly / Dependent on applicant’s qualifications

How to apply:

The Pavek Museum is proud to be an equal opportunity workplace and employer. All qualified applicants will be considered for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, genetic information, disability, marital status, domestic partner status, or medical condition.

Please email cover letter, resume and contact information for 3 professional references to jobs@pavekmuseum.org. Due to high volume, no applications will be considered over the phone.