



HERSHEY HISTORY CENTER

Position: Administrative Assistant & Rentals Lead – Part Time
Reports to: Executive Director
FLSA Status: Salaried/Non-Exempt
Location: On-site (40 Northeast Dr, Hershey, PA) w/ remote work available

Summary: Provides essential business and organizational support to ensure the smooth operation of the museum.

Focus: Main point of contact for prospective and re-occurring museum rentals, training and supporting staff and volunteers, analyzing expenses and data, and preparing reports.

Key Duties:

- Manage museum rental operations.
- Assists Executive Director with day-to-day operations.
- Ensures that the museum operates smoothly, answers questions, and responds to requests.
- Central point of contact for communication and coordination.
- Monitors, responds and/or forwards email correspondence to appropriate staff.
- Ensures front desk/reception coverage and filling in when needed.
- Responsible for reconciling cash drawer and sales, reporting same to accounting staff.
- Coordinating and onboarding of new volunteers.
- Update gift shop inventory as needed.
- Assist with events as needed.

Preferred Qualifications:

- High School diploma or equivalent
- Proven administrative experience
- Superb written and verbal communication skills
- Strong time-management skills and multitasking ability
- Aptitude for learning new software and systems

Required Skills & Capabilities:

- Computer: Microsoft Word, Excel, PowerPoint, Email, Internet
- Physical Requirements: Ability to climb stairs and lift 25lbs.

Hours & Compensation: This is a part-time position, \$15,000/year salary, plus \$300/month and a 5% commission is available for support of museum rental business. The expected commitment is approximately 15 hours per week, with some flexibility based on event schedules and organizational needs.

Hours worked must be tracked and reported each week. While the weekly schedule may vary, some availability on evenings and weekends is required for programs and events.