

Administrative Manager

The Bidwell House Museum, an early American history museum and gardens set on 192 acres in the Berkshires, seeks an organized, detail-oriented individual for a part-time 18 hour/week position in our small office. The Administrative Manager works directly under the Executive Director, and is responsible for membership recordkeeping and correspondence, office management, and participation in fundraising, media and marketing projects. Recent college graduates with an active interest in history, education, historic preservation, art history, and/or museum studies are strongly encouraged to apply. A great job to learn about museum practices! The individual needs to be a self-starter with strong oral and written communication skills as well as computer skills, including Word, Excel, Quickbooks. Museum database management experience (Past Perfect) as well as graphic design and web site experience a plus. Send resume and references to Heather Kowalski, Executive Director, email: bidwellhr@gmail.com.

The Bidwell House Museum, 100 Art School Road, PO. Box 537, Monterey, MA 01245. For more details: www.bidwellhousemuseum.org.