

## **Texas Maritime Museum Office Manager/Receptionist Opportunity 12/31/2023**

The Texas Maritime Museum (TMM) has an immediate opening for an Office Manager / Receptionist at the Museum's offices in Rockport, TX, to assist the TMM Team in its efforts to educate and excite the public about maritime history in Texas and its importance to the economic development of our great state. This position is the first person with whom visitors or callers to the TMM Offices engage and is a key member of the Texas Maritime Museum (TMM) staff. This position fills several roles, including a wide range of administrative and secretarial duties for the Museum's Board of Directors, Executive Director, Education Director, facility and contract management assistance, and communications. Other key areas of responsibility are membership information and record management, as well as museum entry and gift shop support. A copy of the full position description is available upon request.

This is a full-time salaried position, with routine work hours of 9:00 a.m. to 5:00 p.m. and occasional weekends or evenings supporting Museum events and special needs. The work site includes the administrative office, the Museum building and grounds, and occasional outside locations for errands, tasks, and program support.

### **Required Qualifications**

- a. High school diploma.
- b. Accounting system management knowledge and experience.
- c. Fluent in computer operations, including using Microsoft Excel, Word, Office, and PowerPoint.
- d. Strong customer service skills and ability to work with management staff at all levels.
- e. Excellent verbal and written communication skills.
- f. Excellent organizational skills.
- g. Ability to produce under tight deadlines with multiple priorities.
- h. Ability to work independently and as part of a dynamic team.
- i. Ability to work weekends, evening hours, or holidays as needed.

### **Desired Additional Qualifications**

- a. Experience with the operations and rules related to non-profit organizations.
- b. Experience with the WIX website builder platform.
- c. Experience with social media management and website construction.

Interested individuals should submit a Letter of Interest with a statement of qualifications and a resume to:

Shelly Knostman, Education Director  
via mail to 1202 Navigation Circle, Rockport, TX 78382  
or via email to [educator@texasmaritimemuseum.org](mailto:educator@texasmaritimemuseum.org)

Questions may be directed to the same addresses or via telephone to 361-729-1271.