

Job Title: Office Manager and Receptionist

Location: Lizzadro Museum of Lapidary Art, Oak Brook, IL

Job Type: Part-Time, 16-30 hours per week in 4-5 hour shifts. \$16 - \$19 per hour BOE

About Us: The Lizzadro Museum of Lapidary Art is dedicated to the lapidary arts, showcasing an extensive collection of gemstones, jewelry, and bejeweled objects, along with exhibits on earth science. We aim to educate and inspire our visitors through our unique displays and programs.

Job Summary: We are seeking a highly organized and personable Office Manager and Receptionist to join our team. This role is pivotal in ensuring the smooth operation of the museum's administrative functions and providing a welcoming environment for visitors.

Key Responsibilities:

- **Front Desk Management:**
 - Greet visitors warmly and provide information about the museum.
 - Handle admissions, operate the cash register, and manage visitor inquiries.
 - Answer and route phone calls and emails to appropriate staff members.
 - Maintain a clean and organized reception area.
- **Administrative Support:**
 - Manage office supplies and office inventory.
 - Coordinate schedules, meetings, and appointments for museum staff.
 - Assist with correspondence, including emails, mail, and constant contact.
 - Assist with accounts receivable / accounts payable.
- **Visitor Services:**
 - Provide exceptional customer service to all visitors.
 - Assist with the organization and execution of museum events and programs.
- **Record Keeping:**
 - Maintain accurate records of visitor statistics and admissions.
 - Maintain Museum Membership data and Museum Mailing List information.
- **Other Duties:**
 - Help ensure Museum is clean and always ready for visitors.
 - Support other museum staff as needed.
 - Perform additional tasks as assigned by the Executive Director.

Qualifications:

- High school diploma or equivalent, college degree preferred; additional education in office administration, museum studies, or related field is a plus.
- Proven experience in an administrative or receptionist role.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Strong organizational skills and attention to detail.
- Ability to multitask and prioritize effectively.
- Friendly and professional demeanor.

Working Conditions:

- Must be able to sit, stand, and walk for extended periods.
- Ability to lift up to 25 pounds.
- Availability to work weekends and occasional evenings for special events.