

The Legacy Museum of African American History
Job Description – Operations Coordinator

April 17, 2026

Overview:

Part time, 12 hours per week museum employee who will support business operations of the museum.

To apply, please send cover letter and resume to david.neumeyer@gmail.com.

Description:

Engage the Public:

1. Greet Legacy Museum visitors, and keep the Legacy Museum open during business hours.
2. Answer phone calls and forward messages to the Legacy Museum Board President and other Board Members as needed.
3. Answer and respond to emails accordingly. When needed forward emails to the Legacy Museum Board President and other Board Members as needed.
4. Work with webmaster to ensure the Legacy Museum website's information is current and accurate.
5. Manage and complete mass mailings on behalf of the Legacy Museum.

Support Revenue Generation

6. Maintain current records with digital and paper files, including grant tracking and reporting. Share information related to grants, as requested by the Board President, the Finance Committee, and the Fundraising Committee.
7. Assist with other fundraising as requested by the Legacy Museum Board President.
8. Collect and acknowledge contributions and donations.

Support Business Operations

9. Organize scan and email bills to bookkeeper for payment. Organize, file and maintain all Legacy Museum financial records. Follow all procedures as documented in the Legacy Museum Financial Procedures document.
10. Organize, file and maintain operation and administrative files both electronically and paper copies.
11. Select and purchase supplies and equipment for the Legacy Museum
12. Coordinate and supervise MUSEUM building maintenance and cleaning. Advise Board President of any building needs or concerns.
13. Schedule Legacy Activity Center rentals and manage Legacy Activity Center calendar.

Support the Board of Directors

14. Maintain [bi-weekly communication?] and confer as necessary with the Legacy Museum Board President.
15. Attend board and committee meetings when requested by the Legacy Museum Board President and committee chairs.
16. Submit a monthly report to the Board of Directors related to job activities.
17. Other duties as assigned by the Legacy Museum Board President.