



The
Brinton
Museum

Job opening: Business Operations Manager

The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.

POSITION SUMMARY: The Business Operations Manager is a key member of the leadership team who leads the museum's business functions. The Business Operations Manager's responsibilities include budget and finance management, business systems and reporting, risk management, information technology, retail merchandise, restaurant and catering operations, human resources, and third party contract management.



RESPONSIBILITIES:

- Works with the Executive Director to plan and implement a balanced budget; oversees the entire museum budget and helps departments plan and understand their yearly budgets; tracks costs and revenues continuously to ensure practiced, cost-efficient operations within approved budget limits and changing financial conditions.
- Works with Bookkeeper and oversees all cash management and accounting functions of the museum.
- Oversees and conducts periodic financial, operating and audit reports; reviews reporting for performance measures.
- Works with IT consultant to develop and maintain responsive business systems and the information technology systems required to support them.
- Maintains electronic records in an orderly and accessible system and maintains adequate back-ups.
- Develops and implements human resource policies and procedures; works in collaboration with department managers to assess the retention and recruitment needs and provides assistance required in each area; oversees and conducts hiring and termination procedures.
- Administers employee benefits and payroll functions.
- Works with Museum Store Manager to ensure profitable and quality retail operations and sales.
- Works with the Bistro/Catering Managers to ensure food and beverage services are of highest quality and profitable.
- Works with Receptionist to manage admissions functions of museum.
- In conjunction with the Executive Director, conducts risk assessments and ensures museum is adequately and optimally insured.
- Develops personally and professionally in a manner that allows the Chief Operating Officer to undertake expanding responsibilities and potentially advance to further management roles.

QUALIFICATIONS AND SKILLS:

- Familiarity with the operational procedures at all levels of the organization
- Excellent leadership and team-building skills with a collaborative management style
- Creative and innovative problem solver
- Superior organizational and time-management style
- Ability to work with QuickBooks software program, or the ability to learn it quickly
- Outstanding communication skills, both verbal and written
- Ability to inspire employees to live up to their potential and optimize their productivity
- High integrity and sound judgement

DESIRED EDUCATION AND EXPERIENCE:

- Relevant bachelor's degree and 3-5 years' experience in a related field or an equivalent combination of education and experience

SCHEDULE

- 40 hours per week; typically Monday to Friday, 9am to 5pm
- Must be available to work some special events in the evening and on weekends; can flex time

COMPENSATION AND BENEFITS:

Annual salary of \$55,000 to \$70,000 commensurate with experience. 403(b) plan with up to 4.5% matching from employer; health, vision and dental coverage; employee discount; paid time off.

TO APPLY:

Please email cover letter and resume to receptionist@thebrintonmuseum.org by **December 12, 2022**.

For questions regarding the position please contact Kendra Heimbeck at 307-763-5928.

To learn more about The Brinton Museum, go to thebrintonmuseum.org.