



THE WREN'S NEST

Museum Assistant (PT, Administrative)

About The Wren's Nest / Joel Chandler Harris Association:

The Wren's Nest, the historic home of author and journalist Joel Chandler Harris, is a cultural center, house museum, and National Historic Landmark in Atlanta's West End neighborhood. Our mission is to preserve storytelling traditions, cultivate the next generation of readers and writers, and celebrate self-expression through educational and cultural programming, including house tours, live storytelling performances, free book programs, youth writing programs, and special events. The Wren's Nest is operated by the Joel Chandler Harris Association, a 501c3 nonprofit organization.

Job Summary:

Reporting to the Board Co-Chairs and the Museum & Program Manager, the Museum Assistant supports the museum's administration/office management, communications, and guest experience functions.

Note: While the focus of this role is administrative in nature, all Wren's Nest staff members are required to train on and be capable of leading the museum's main overview tour.

Responsibilities:

Administrative Assistance

- Serve as the museum's first point of contact by answering phone calls and emails and routing them to the appropriate staff and board members when necessary.
- Oversee file management, calendar management, supply ordering, and other administrative duties as needed.
- Schedule weekly storytellers, volunteers, and contractors as needed.
- Complete basic accounting and banking tasks, including invoice fulfillment, deposits of income, and exporting monthly reports to our external bookkeeping team.
- Administrative tasks related to the Dolly Parton Imagination Library program and the Little Green Light donor database, including data entry and responding to inquiries.

Communications Assistance:

- Support communications needs by drafting social media posts and newsletters, posting programs to public online event calendars, coordinating with external graphic designers, and making content updates to the Wren's Nest website.



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Guest Experience Assistance:

- Help schedule and create invoices (in Square) for private tour bookings, including field trips and other group tours.
- Support tour and guest experience needs during Saturday hours of operation and private bookings, as requested by the Museum Manager. Duties include greeting guests, leading guided tours, and processing admission and gift shop transactions via Square.

Desired Knowledge, Skills, and Qualifications:

- Strong verbal and written communication skills
- Strong organizational, time management, and project management skills
- Strong interpersonal skills; comfortable managing group dynamics, different personalities, and a variety of backgrounds and perspectives
- Demonstrates integrity, punctuality, professionalism, and a positive attitude
- Demonstrates resourcefulness and initiative
- Demonstrates resilience and flexibility in a fast-paced environment
- Experience with Mailchimp, Bill.com, Square, Squarespace, and major social media platforms preferred.

Essential Physical Requirements:

- Must be able to walk or stand for extended periods of time
- Must be able to verbally communicate with groups of people for extended periods of time

Other Requirements:

- Must be able to work variable shifts including days, nights, weekends, and holidays as needed.
- Successful applicants must be able to pass a post-offer, pre-employment background check.

This part-time position pays \$17/hr. for 10-15 hours per week. This is a hybrid role with many hours completed remotely and some in person as needed, including on weekends when the museum is open to the public.

Please submit a resume and cover letter to apply@wrensonline.com by Tuesday, May 28, 2024. No phone calls, please.