

Museum Operations Manager (Part-Time) | \$23 an hour, plus insurance subsidy

Organization Overview:

Hosanna School Museum, established in 1867 as the first public school built for African Americans in Harford County, Maryland, preserves and interprets the Harford County history of African American education, community, and freedom. The museum serves as a vibrant educational and cultural hub, engaging visitors through exhibitions, programs, and heritage tourism initiatives that highlight local and national stories of perseverance and empowerment.

Location: Darlington, Maryland (some hybrid or field work opportunities may be included)

Responsibilities:

- Manage day-to-day museum operations, scheduling, and visitor experience.
- Provide administrative support, including record-keeping, communications, and financial tracking.
- Manage and schedule volunteers for tours, events, and special projects.
- Coordinate educational programs and field trips for local schools.
- Assist with planning and execution of community events, workshops, and heritage programs.
- Support communications by helping share museum updates, events, and stories.

Qualifications:

- A bachelor's degree is preferred, or in process.
- 2–5 years of experience in administration, museum operations, or nonprofit support.
- Strong organizational, communication, and multitasking skills.
- Comfortable working with the public, volunteers, and students.
- Interest in History, African American history, education, and community engagement.
- Basic computer skills (Microsoft Office, Excel, Google Workspace, Canva, or similar).

How to Apply:

Please submit a brief letter of interest, résumé, and contact information for two references to **Admin@hosannaschoolmuseum.org**