



# Job Description

## Operations Director

### Pioneer Air Museum

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**Position:** Operations Director

**Reports to:** Board of Directors

### Summary of Position Responsibilities

The Operations Director will work closely with the Board of Directors concerning all financial and business operations of the museum. The Operations Director will also work closely with the Collections and Operations Manager to support all museum operations, the board Treasurer on financial matters, and the outside accountants on all payroll and accounting functions.

### Primary Responsibilities

- Bookkeeping, including bill payment and tracking, bank deposits, producing reports, and coordinating payroll with outside accountants
- Maintain all required staff paperwork and documentation
- Coordinate preparation of annual IRS Form 990 with outside accountants
- Manage bank and investment accounts
- Prepare all reports and licenses required by government agencies, at the borough, state, and federal level, including the annual renewals of city and state business licenses and state charitable registration
- Maintain the System for Award Management (SAM.gov) entity registration, renewing it as necessary
- Update state corporate records upon any corporate change, such as a change to the board of directors
- Provide support for fundraising and grant applications, as well as final reports
- Coordinate of annual insurance policy renewals, currently limited to liability insurance and workers compensation
- Maintain all business files in an organized manner

### Optional Responsibilities

- Technical Support to staff and volunteers, including to monitor and maintain computer backups, changes to website and social media accounts, and whatever else is needed

- Coordinate marketing campaigns and activities

## Knowledge, Skills, and Abilities Required

### Required Experience and Knowledge

- Must have at least three years experience with Quickbooks Online Advanced, at least at the bookkeeper level.
- Must be reasonably tech-savvy, with solid experience with Microsoft Office and Google Workspace, including email, documents, and Drive.

### Desirable Experience and Knowledge

- Knowledge of or interest in aviation history
- Retail sales, especially in a museum

## Work Conditions

- The normal temperature in the museum is between 60 and 63 degrees Fahrenheit.
- There are no bathrooms or running water in the museum, although there is in other locations in Pioneer Park. There is an outhouse adjacent to the museum, and a bathroom is available in the Civic Center that is normally available from noon to 8pm. During the summer months, additional bathrooms are available within a five-minute walk. The museum has a sanitation station near the entrance.
- During the winter months, parking is available with plug-ins adjacent to the museum. During the summer months, parking is in the main parking lot at the park from noon to 8pm, within a five-minute walk to the museum.

## Compensation and Hours

- You will be able to pretty much set your own hours, although there are a few times you'll need to be at the museum: monthly board meetings (normally the third Tuesday of each month at 6:30pm), to meet with and coordinate with the Collections and Operations Manager, and weekly during the summer to collect cash, prepare bank deposits, and prepare sales reports.
- The position is part time and year-round, anywhere from 10 to 20 hours per week. It will likely be at the upper end of the range during the summer months when the museum is open, and the lower end during the off season.
- Compensation will be \$20 to \$30, depending on experience.

Pick up an application at the Pioneer Air Museum (907) 451-0037 or send a resume and cover letter to [operations@pioneerair.museum](mailto:operations@pioneerair.museum).