



MUSEUM EDUCATION ROUNDTABLE

KNOWLEDGE IN ACTION™

Operations Manager Job Description

Position: Operations Manager

Status: Part-time contract; estimated average of 30 hours per month

Reports To: President of the MER Board of Directors

Compensation: \$20/hour

Location: Remote (Must be eligible to work in the United States)

Application Due: Friday, August 22, 2025

Preferred Start Date: September 5, 2025

Summary

The Museum Education Roundtable (MER) seeks a part time contract Operations Manager (OM). This role oversees the organization's operational activities, administrative functions, and contributes to its membership strategy which supports MER's primary product: the Journal of Museum Education (JME).

The role reports to the President of the MER Board of Directors, and is a highly collaborative position that liaises with other board members, the JME's publisher (Taylor & Francis) and paid contractors (including the JME Co-Editors and especially with the Communications Manager). The OM attends monthly virtual Sustainability Team meetings, quarterly board meetings, and an annual retreat (virtual or in-person), reporting on membership analytics, and supporting other MER projects.

This position plays an essential role in promoting the organization and its publication, meeting the needs of MER members, supporting and advancing MER's equity and inclusion work, and, in doing so, furthering scholarship in the field of museum education.

Required Responsibilities:

- Membership strategy: Manage and coordinate the logistics and goals of our MER Membership program in close collaboration with MER Communications Manager. Tasks include:

- Maintaining membership database and CRM system (Wild Apricot),
 - Processing check and online payments,
 - Assisting MER board in developing annual budgetary goals and membership campaign,
 - Liaising with MER Communications Manager, who provides messaging and communications with current and potential members. Coordinate on engaging member recruitment strategies as well as analysis and integration MER's CRM system;
- Financial administrative support: Provide administrative support for financial-related matters of the Leadership and Sustainability teams of the board, particularly around the investment fund, tax filings, 501c3 status paperwork, etc.;
- Assist with Treasurer duties as part of this financial administrative support;
- MER Alumni Group: Support Sustainability Team in the establishment and maintenance of the MER alumni group, the base of former board members who serve as ongoing ambassadors and volunteers for projects;
- Assist with hiring and recruitment taskforces;
- Provide other administrative and operational support:
 - Check the PO box (if based in D.C., if not, receive and handle forwarded mail),
 - Deposit checks and/or process payments,
 - Maintain organization of MER files and archive on Google Drive,
 - Set up email accounts and provide technical support to board members and staff,
 - Manage institutional Zoom account and set up standing meetings as requested by board team chairs;
- Able to stay current with DC regulations and law that impact MER's organizational governance;
- Attend regular virtual meetings including:
 - Monthly Sustainability Team meetings, which are co-chaired by two members of the board and review topics such as membership, fundraising, financial investment and fiscal oversight, board recruitment, and MER alumni group,
 - Twice monthly meeting with Board President,
 - Quarterly full Board meetings,
 - Quarterly JME Content meetings,
 - Annual board retreat, virtual or in-person. MER will make every effort to provide for the travel costs for the Operations Manager to attend the retreat in person. If it is not possible, the Operations Manager will attend virtually;

- Reporting: prepare membership report and present at quarterly full board meetings over Zoom, and prepare membership report and present at annual board retreat.
- Respond to email queries from board members, MER members, Co-Editors, Taylor & Francis, Communications Manager, and other inquiries in a timely manner.

Review Criteria

We are looking for candidates who possess many of the following qualities:

- Enthusiast for museum education scholarship and practices. Experience working in museum education is not required;
- Strong organizational skills to track own tasks and to support operations of teams;
- Demonstrated knowledge and experience with administrative processes, policies, procedures, and project management
- Detail oriented and organized with administrative tasks, including responding to emails, managing an individual work schedule, conducting research, and writing internal and external facing communications;
- Growth mindset around technology and ability to problem solve issues with our digital systems;
- Prior experience with our digital systems is preferred, including:
 - Website: WordPress,
 - CRM: Wild Apricot,
 - Shared storage and administration: Google Drive & Workspace;
- Ability to work independently and collaboratively with colleagues while managing multiple projects;
- Strong interpersonal skills that support collaborative work and community-building primarily through virtual meetings;
- Flexible schedule that is able to accommodate limited, capped hours of contract work per month;
- Undergraduate degree or commensurate experience. Preference given to candidates with training in arts administration, business, education, museum studies, or related fields.

Considered an asset

Though not required, ideal candidates will also have:

- Experience in fundraising and/or managing business-related metrics;
- Experience with creating and/or managing budgets;
- Based in or able to easily get to the DC metro area, as this is where MER is incorporated and hosts its annual retreat every other year. MER will cover this position's travel to the annual retreats regardless.

Compensation

This contract position is estimated to be approximately 25 hours a month, compensated at \$20/hour and does not include benefits. You have the flexibility to choose your own hours though most meetings take place between 11am-6pm EST, Monday to Friday. You will be

required to submit an invoice for your time at the end of each month for payment. At this time, this position is limited to a contract position with no plans to grow to a full-time position with benefits in the near future.

To apply

Please submit your CV/resume and provide responses through this application form.

Please direct questions to president@museumedu.org. As we are a volunteer-led organization, responses may take 2-3 business days.

Applications are due by 11:59 pm ET on August 22, 2025.

About the Museum Education Roundtable

Formed in 1969, the Museum Education Roundtable (MER) fosters professionalism among museum educators by encouraging leadership, scholarship and research in museum-based learning through the publication of the Journal of Museum Education (JME). The JME is the only American journal that is devoted to the theory and practice of museum education. In partnership with Taylor & Francis Publishing, MER publishes the Journal of Museum Education (JME), the premier publication devoted to the theory and practice of museum education. Written by museum and education professionals, JME articles explore innovations in the field of museum education, teaching strategies for use in museums and other informal learning environments, visitor research, and evaluation. MER is a volunteer, non-profit organization incorporated in Washington, DC, led by a Board of Directors from around the world.

MER is committed to the core values of diversity, equity, inclusion, and accessibility. We believe that as an organization, we have a professional responsibility to address the intersecting histories of oppression and resistance that shape hierarchies of privilege and power related to race, gender identity, class, sexuality, ethnicity, religion, ability and national origin and their role in museum education. We are committed to serving as advocates for these values to the wider field and through the Journal of Museum Education.

MER is an equal opportunity employer and does not discriminate based on race, gender identity, age, class, sexuality, ethnicity, religion, ability or national origin. MER is committed to advancing equity and diversity in the museum education field. As such, we especially welcome applications from BIPOC (Black, Indigenous, People of Color) candidates, persons with disabilities, LGBTQ2S+ persons, and others with expertise or knowledge in productively engaging in diversity, equity, inclusion and accessibility work. MER is committed to the principles of the Americans with Disabilities Act (ADA). We strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact: president@museumedu.org.