



# Door County Maritime Museum

Title: **Site Manager, Gills Rock**  
Reports to: Executive Director

## SUMMARY

The Door County Maritime Museum's Gills Rock Site Manager is a part-time (30 hours a week), seasonal position (May through October), with responsibility for the overall administration and supervision of the museum facility in Gills Rock, Wisconsin. The Gills Rock Site Manager arranges staff work schedules, provides onsite coordination of general operations, visitor activity and museum store sales. This position serves as the lead front desk associate, is responsible for greeting visitors, answering questions about Gills Rock and its history, ensuring top notch customer service is provided by all personnel and making sure all visitors have a safe and enjoyable experience.

## RESPONSIBILITIES AND DUTIES:

- Responsible for all monies collected at the site including proper handling of nightly deposits
- Responsible for overall guest satisfaction and customer service and increasing admission numbers
- Assists in hiring staff
- Responsible for staff scheduling and training
- Monitor and ensure assigned duties are carried out by all Gills Rock staff. Provide training and instruction on facility operations and museum policies and procedures
- Works with museum Store Manager to maintain and stock museum store
- Assist in curatorial exhibit organization
- Weekly reporting to Executive Director and attending staff meetings making sure there is a flow of open communications with Cana, Sturgeon Bay and Gills Rock
- Make recommendations to Executive Director regarding facility maintenance and project needs
- Perform, and assign simple maintenance and cleaning tasks as required
- Communicate with Curator on exhibit maintenance needs
- Communicate with Sturgeon Bay Office Manager for office supplies, Store Manager for store supplies and Sturgeon Bay's Facilities Manager for project coordination, as well as ongoing cleaning and toiletry needs

## SKILLS AND ABILITIES:

- Knowledge and understanding of general museum environments
- Knowledge of retail operations, retail store management and visual merchandising
- Demonstrates resourcefulness, good judgment, excellent oral and written communications skills and excellent organizational skills
- Excellent public relations and customer service skills, including customer service concepts and techniques
- Excellent organizational skills and ability to manage several projects at once
- Ability to communicate effectively with Sturgeon Bay office and main Store Manager
- Highly motivated and detail oriented
- Must be customer focused
- Ability to problem solve and function in a cooperative team environment
- Ability to work a flexible schedule that may include evenings, weekends, and holiday assignments

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the noise level in the work environment is usually quiet.

**PHYSICAL DEMANDS:**

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hand and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools or controls; and talk or hear. The employee is occasionally required to walk and sit. Specific physical and vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and occasionally lift and/or move up to 50 pounds.

**ABOUT US:**

The Door County Maritime Museum & Lighthouse Preservation Society does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.

The strength and flexibility of our team allows us to meet each new challenge with success. We keep an open mind, so we can recognize, and maximize our individual strengths. We over-communicate, and recognize the unique skills each person contributes to create our team strength. We each have much to contribute, so we contribute, respect each other, and we keep it positive.

**How to Apply:**

Send resume and letter of interest to:

Kevin Osgood  
Executive Director  
Door County Maritime Museum

At either:

[Kosgood@dcmm.org](mailto:Kosgood@dcmm.org)

Or-

120 North Madison Avenue  
Sturgeon Bay, WI 54235