



Job Title: Administrative Service and Systems Manager

Reports To: VP of Finance and Administration

Status: On-Site, Full-Time (35-40 hours per week)

Schedule: Monday – Friday with occasional weekend and evening hours

Salary and Benefits: This is a full-time, hourly position at \$19-24/hour. Full-Time benefits include 12 days of vacation, 10 days for sick/care, paid holidays, health insurance, short/long term disability, life insurance, Simple IRA and 3% match.

Summary: The Building for Kids Children's Museum (BFKCM) is looking for an energetic, outgoing individual who loves families and kids, excels at systems management and customer service, and enjoys a fast-paced position. The Administrative Service and Systems Manager plays a critical role in supporting the fun, interactive learning experiences for children and families in our community. This person manages our CRM and POS systems, coordinates financial reporting and daily reconciliations, provides administrative support to the management team, maintains office systems and equipment, and coordinates reservations.

Essential Duties & Responsibilities:

- Manage and maintain the museum's customer relationship management database and point of sale system
- Coordinate reservation systems and reporting including field trips, birthday parties, private rentals, etc.
- Support accounting tasks including processing and tracking deposits and payments, posting transactions, reconciling reports, etc.
- Facilitate external communications, process transactions, and provide strong customer service to ensure a positive visit or rental experience
- Coordinate details for private events/rental between renters, vendors, and museum staff
- Manage office equipment, systems, and contractors
- Perform other duties as assigned

Core Competencies & Experience:

- Demonstrates exceptional customer service skills
- Excellent written and verbal communication skills
- Strong computer skills with preference to knowledge of Microsoft Office applications
- Prior experience with CRM/POS and accounting software a plus
- Strong attention to detail
- Enthusiastic and engaging presence
- Comfortable working in a fast-paced, ever-evolving environment
- Ability to work some weeknights or weekends as needed

To Apply: Please submit resume and cover letter to Andrea Schaumberg, VP of Finance and Administration at aschaumberg@buildingforkids.org.

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