

**Office Manager**  
**Historical Society of Dauphin County, Harrisburg, Pennsylvania**

Updated 6/19/2017

The Historical Society of Dauphin County (HSDC), founded 1869, administers the National Historic Landmark John Harris-Simon Cameron Mansion, a collection of documents and artifacts, and a research library.

The position is located in the Society's office/library building behind the mansion at 219 S. Front Street. Free parking is available to the Office Manager

The Office Manager is responsible for the management of the front office of HSDC and other duties as assigned. The Office Manager reports to the Executive Director. Part-time, 28 hours a week. (Tuesday through Friday during regular office hours. Occasional weekend activities.)

Duties include the following:

- Front Office – greet and direct visitors, answer phones, answer general e-mail, process mail and parcel delivery, maintain office files, inventory and order office supplies and items for museum shop.
- Finance - process payments received (walk-in, mail and online) and maintain receipts for tours, research, membership, shop, events, rental, etc. Balance petty cash box and maintain bank deposit files.
- Membership – maintain membership database, track renewal mailings, and maintain membership files.
- Events - maintain mailing lists, prepare bulk mailings, and update RSVP lists. Assist with event planning and ordering, and maintain event files.
- Rentals – assist in meeting with clients and caterers, process contracts, schedule rentals, maintain calendar of rental events, and maintain rental files.
- Board – attend and take minutes at board meetings.
- Accounting – assist in keeping basic accounting records, entering data, taking payments, mailing bills, etc.
- Other duties as assigned.