

Job Description:  
**Museum Business Manager**

**Reports To:** Museum Director  
**FLSA Status:** Full-time (40 hours/week on-site)  
**Compensation:** From \$20.00/hour, plus benefits– Pay commensurate with experience

Bakersfield Museum of Art seeks a self-directed teammate to support all museum departments.

It is an exciting time to join the Bakersfield Museum of Art team. With the attainment of the American Alliance of Museums (AAM) Reaccreditation and a future capital campaign, BMOA is entering a new chapter in its growth.

**Minimum Qualifications:**

- Three years of full charge bookkeeping experience, including QuickBooks proficiency
- Five years of administrative experience
- Excellent writing, organizational skills, as well as attention to detail
- Scheduling, coordination, and supervision skills
- Valid California driver's license
- Ability to occasionally work in the evenings, on the weekends, and on holidays
- Ability to travel occasionally.

**Desirable Qualifications:**

- Knowledge of point-of-sale systems, database, and Microsoft Office Suite programs
- Knowledge of the visual arts.
- Knowledge of nonprofit operations
- Bilingual (English/Spanish)

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is required to sit and stand. The employee is also required to walk and must occasionally lift and/or move up to 20 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job:

The noise level in the work environment is usually minimal.

**The Bakersfield Museum of Art is an Equal Opportunity Employer.**

**To Apply:**

To apply for this position, please email your cover letter and resume to:

asmith@bmoa.org

**No calls or drop-ins, please.**