

Title: Operations Coordinator

Reports to: Executive Director

Based at: Indiana Basketball Hall of Fame museum, New Castle

Job purpose: To assist in managing day-to-day operations of Indiana Basketball Hall of Fame (hereafter 'HOF') organization and museum.

Key Responsibilities may include, but not exclusively:

1. Handle financial operations including accounts payable, taxes, fundraising receipts, participate in annual budget planning, annual accounting review (subject to audit), etc.
2. Oversee office operations including purchasing, mailings, correspondence, prepare documents for administrative meetings, etc. necessary to organization's operation.
3. Oversee design, layout, publication and distribution of quarterly "Indiana Basketball History" magazine and design, layout and publication of HOF publications including Men's Banquet program book, Women's Banquet program book, HOF Classic program and other flyers, brochures and documents.
4. Significant involvement in fundraising activities including planning, staffing, and executing events with executive director and staff.
5. Welcome museum visitors and serve as a representative of the organization as needed, internally and externally.
6. Oversee maintenance and updates to HOF website including online transactions, reservations, news items and web-generated correspondence including email newsletters.
7. Provide input to creatively market and promote the museum and grow museum attendance and awareness.
8. Answer to the executive director, President of the Board and board members in other duties as needed.

A previous knowledge of the following programs and applications will be beneficial: Microsoft Office, including Word, Excel, Access, PowerPoint, and Outlook; Proficient use of Internet and email, potentially including social media; WordPress; and QuickBooks.

The successful candidate must be able to manage many responsibilities in a non-profit museum setting and must be able to thrive in a small office environment with heavy volunteer involvement. An extensive knowledge of Indiana high school basketball history is not necessary, but a willingness to learn on the job is a must. Applicants must have a high school diploma or equivalent. Previous accounting / book keeping experience is helpful.

Duties may include lifting, handling delicate and unique memorabilia. Long days, including evening and weekend hours, will be required at various times throughout the year.

Must be able to work with and manage a volunteer staff with a wide range of ages, background, education, skills and abilities. Must communicate well, work well with others, display promptness, dependability, trustworthiness and have an upbeat and positive demeanor at all times.

Interested candidates should send a cover letter and resume, including at least three professional references and employment history with pay as soon as possible. The position is available immediately.

Resumes and materials may be sent to jobs@hoopshall.com, or mailed to One Hall of Fame Court, New Castle, IN 47362. No phone calls – no exceptions.