

Position Announcement Operations & Research Coordinator Over-the-Rhine Museum



Full-Time

Cincinnati, Ohio

Reports to: Executive Director

Salary Range: \$45,000-\$49,000

Posted: June 1, 2026

About the Over-the-Rhine Museum:

The Over-the-Rhine Museum is dedicated to telling the stories of one of America's most diverse and historic urban neighborhoods. Through exhibitions, programs, and community engagement, the Museum seeks to illuminate the lived experiences of Over-the-Rhine's people across time and to foster dialogue about the neighborhood's past, present, and future. Learn more at the museum's website otrmuseum.org.

Position Summary:

The Operations and Research Coordinator provides essential day-to-day support to the Executive Director and helps ensure the smooth operation of the Over-the-Rhine Museum's administrative functions.

This role is highly collaborative and detail-oriented, supporting scheduling, communications, donor coordination, and general operations. The Administrative Assistant plays a key role in enabling the Executive Director to focus on strategic leadership, fundraising, and community engagement.

Key Responsibilities:

Executive & Administrative Support:

- Manage the Executive Director's calendar, scheduling meetings, events, and community engagements.
- Coordinate logistics for board meetings and annual retreat, including scheduling, materials preparation, and follow-up.
- Draft, proofread, and format correspondence, reports, and internal documents.
- Maintain organized digital systems and administrative records.

Communications, Promotion, & Coordination:

- Serve as point of contact for general inquiries, routing communications appropriately.

- Assist with email management, meeting coordination, and follow-ups with funders and stakeholders.
- Support preparation of presentations, newsletters, and basic communications materials.
- Maintain contact lists for donors and other stakeholders.
- Produce and manage press releases, social media posts, monthly organizational newsletter, and other promotional materials as needed.

Fundraising & Donor Support:

- Coordinate donor tracking and stewardship activities, including acknowledgments and database updates.
- Support logistics for fundraising campaigns and events.
- Prepare supporting materials for donor meetings and grant submissions.
- Assure grant compliance and reporting.

Operations & Organizational Support:

- Provide administrative support for museum programs, events, and tours.
- Manage basic financial tracking tasks (e.g., donation and expense documentation, invoice payment, and coordination with treasurer and accountant).
- Support volunteer and intern coordination, including scheduling and communications.
- Help ensure compliance with organizational policies and grant documentation.

Board & Community Engagement Support:

- Assist with Board of Directors communications and meeting preparation.
- Support community engagement efforts by coordinating event logistics and outreach materials.
- Help track partnerships and maintain relationships through organized follow-up.

Historical Research:

- Conduct historical research to support production of monthly e-newsletter and museum social media posts.
- Research sources relating to museum walking tour program as needed.
- Assist with research related to the museum's interpretive plan and installation of interpreted museum apartments.
- Other historical research as needed.

Qualifications & Attributes:

Required:

- Residence in the Greater Cincinnati area.
- Strong organizational and time-management skills with attention to detail.

- Excellent written and verbal communication skills.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Proficiency with common office tools (e.g., Google Workspace, Microsoft Office, Zoom).
- Ability to work independently while maintaining clear communication with the Executive Director.

Preferred:

- Experience in administrative support, nonprofit operations, or similar roles.
- Familiarity with donor databases or CRM systems.
- Experience supporting events, fundraising, or community-based initiatives.
- Interest in public history, museums, or community-centered cultural work.

Work Environment & Compensation:

- Flexible schedule, with some evenings and weekends.

To Apply:

Please submit resume and cover letter to:
Anne Delano Steinert, Board Chair
Over-the-Rhine Museum
hello@otrmuseum.org

Position will remain open until filled