About the Museum
The Heurich House Museum’s mission is to explore the American Experience through the legacy of German immigrant Christian Heurich and his Washington, DC brewery, and to create a just path to success for local small-scale manufacturers. The museum works to reinvent the traditional historic house museum model by bridging Heurich’s world with modern DC. We explore the city’s unique history and connect it to today’s local small businesses, artisans, and craft beer makers through innovative programming that cannot be found anywhere else in the community.

Our dual mission of public history education and public service relates directly to our core philosophy: that house museums should be dynamic places that are relevant to our modern communities. For many years, Heurich’s story was the museum’s focal point, with other voices left out of the narrative. Our mission today: (1) expands our historic interpretation to include people whose voices had been muted, and (2) extends the service we provide our community by giving business support to modern small-scale manufacturers.

About the Site
The Heurich mansion was built in 1892-4 for German-American immigrant Christian Heurich (1842-1945), whose brewery was the largest in DC and a household name. It is the city's best-preserved example of Richardsonian Romanesque residential architecture and one of the most landmarked interiors in DC. The mansion incorporated many technological advancements, including metal speaking tubes, electric lighting, burglar alarms, and “fireproofing.” The interior decoration and furnishings were made by numerous German-American craftspeople. The house remained in the Heurich family until 1956, when it was bequeathed to DC’s Historical Society. In 2003, a family-created non-profit purchased the house and turned it into a museum.
Position Summary
This position is responsible for the organization’s human resources, accounting and inventory, and office/property management activities. The Business Manager will work as a team with the CEO.

Primary Responsibilities

Human Resources
- Oversee and implement human resources systems that help foster a warm, collaborative, and supportive work culture
- Execute organizational staffing plan developed by/with the CEO to ensure museum recruits, supports, and develops diverse, enthusiastic, and engaged full- and part-time team members
- Design and implement hiring processes, including creation and editing of job descriptions, managing job postings, processing job applications, scheduling interviews, making hiring recommendations, and sending hiring/declination letters
- Execute systems for onboarding new employees, ensuring necessary tax and employment paperwork is complete and they are entered into all systems including staff list, scheduling software, and payroll processing system
- In coordination with program directors and in adherence to the strategic plan, ensure all staff members receive appropriate training by creating training materials and processes, scheduling training sessions, and ensuring training requirements are completed
- In coordination with program directors, ensure that all programs are fully staffed
- Approve timesheets in payroll processing system every other week
- Ensure staff compliance with the museum’s employee policies, and annually review and update employee handbook
- Design and execute staff appreciation initiatives for staff and board

Accounting
- Support CEO and accountants with monthly accounting tasks
- Process bills and invoices using Bill.com
- Run reports in Quickbooks as needed
- With CEO, assist accountants with preparing quarterly and annual financial statements
- Work with CEO to create budget and monitor spending throughout the year
**Inventory, Organization & Supplies**
- Create and maintain organizational and inventory systems to ensure that the organization has all supplies and equipment needed to operate efficiently, successfully, and within budget
- Manage office and program inventories, ordering items as needed/as requested by staff, and tracking purchases on a weekly basis to ensure they align with annual budget
- Reconcile storage spaces to inventory lists on a regular cycle (quarterly and annual), ensuring their organization and usability
- Manage cloud-based operations systems including Google Drive; develop/maintain file organizational system and annual backup
- Manage technology inventory and upgrade regularly

**Property Management**
- In coordination with the CEO and director of preservation, monitor the property and grounds to ensure they are clean and orderly
- Manage and serve as contact for cleaning and trash vendors; schedule bulk trash pickups as needed
- Manage in-going and out-going mail and packages, monitor museum phone and general email inquiries, and manage general museum staff calendar
- Ensure weekly exterior signs are updated and replaced every Monday
- In coordination with the preservation and collection team, manage upkeep and usability of Museum Disaster Plan document

**Qualifications**
The Business Manager will be a detail-oriented and highly organized professional and a flexible, collaborative team player.
- Bachelor's degree or equivalent
- At least two years of experience working for a small business or non-profit organization with at least one year of experience related to human resources, accounting, or similar
- Experience with Quickbooks, ADP, Bill.com, and other accounting and staff management systems, Google Suite
- Outstanding organizational and communications skills, written and oral
- Adept at handling multiple priorities and deadlines
- High accuracy and attention to detail
- Thrives in a collaborative team environment
- Enthusiasm for sharing, the culture, history, and diversity of DC is a strong plus
Compensation and Benefits
This is a 32-hour per week, onsite paid position. Weekly schedule to be mutually determined. Occasional work from home available. Compensation is $50,000 plus comprehensive benefits package that includes health and dental insurance, pre-tax Metro, and Bikeshare. Downtown location easily accessible from all Metro lines.

To apply: Email resume and cover letter to hr@heurichhouse.org. No phone calls.

The Heurich House Museum values diversity of culture and thought and seeks talented, qualified employees in all its operations regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under country or local law.