

National Cowboy & Western Heritage Museum, Oklahoma City, OK

Position Description

Printing and Mail Room Service Manager

Reports To: Graphic Arts Manager

Hours: 8am to 5pm

Status: Full-time/Exempt

Pay Range: \$35000-\$45000

POSITION SUMMARY

The Printing and Mail Room Manager is accountable for the print shop/mail room. This position coordinates and completes all in-house printing, binding and bulk mailing projects, and works directly with the Manager of Volunteer Engagement to coordinate volunteers to help with large mailing and print projects. This position also manages outgoing mail, oversees office supply purchasing and tracking. Reviews projects for mistakes and/or errors prior to the final print run.

Job Responsibilities

- Manages the production process for 8+ major annual events including Board of Directors meeting books, exhibition collateral, membership drive material, event save-the-date materials, etc.
- Audits, inspects and monitors work for the correct layout and information.
- Completes special print projects such as single booklets, envelopes, business cards, postcards, flyers, stationery, rack cards, advertising, name tags, note cards, table top signs, etc.
- Sorts, bundles and delivers bulk mailings to the city's main post office facility.
- Tracks monthly printing and mailing costs, delegating costs to the proper department and delivering monthly reports to Accounting. Provides project costs and timing to Graphics & Production Manager on a monthly basis.
- Develops working relationship with vendors and dispatches work orders when necessary.
- Organizes and maintains a clean print shop/mail room and storage room.
- Maintains a neat, orderly inventory of office supplies keeps the correct supply amounts on-hand.
- Manages the ordering of new office supplies, verifying supplies ordered are billed to appropriate department and have been approved by department head.
- Coordinates the scheduling of volunteers with the Manager of Volunteer Engagement, and oversees the work performed by these volunteers.
- Gives projects one final review for mistakes or errors before printing and notifies department of any error found.
- Keeps abreast of changing USPS regulations.
- Some weekend and evening work required for events or to meet project deadlines.
- Attendance is an essential function of this position.
- Is required to attend major Museum sponsored functions on evening and weekends.

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Minimum Qualification

Education and Experience

Minimum 5 years of mail room experience, with a working knowledge of Printshop Mail software, electronic postage metering equipment and current USPS regulations.

Minimum 5 years of digital printing experience, with a working knowledge of print shop equipment including commercial paper cutters, scoring and perforating equipment, addressing and envelope printers, and saddle stitching equipment.

Must have a valid Oklahoma Driver's license and a good driving record.

Skills

- Must be detail oriented in order to provide accurate print jobs through organization skills, time management skills, analytical thinking and observation skills
- Proficient in Microsoft Office and other computer programs.
- Ability to manage multiple projects at one time and produce a quality product.
- Able to identify and solve problems and react accordingly to a variety of work situations.
- Able to work in a team environment with strong interpersonal skills.
- Excellent visual acuity to see fine print and colors.

Physical Demands

- Frequently lift 40 pounds and carry it 10 feet and lift it to shoulder height.
- Frequently standing for long hours on a concrete floor.

ABOUT THE NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

The National Cowboy & Western Heritage Museum is a 501(c) (3) non-profit organization accredited by the American Alliance of Museums (AAM). Home to one of the nation's foremost collections dedicated to historic and contemporary Western and American Indian art and material culture, the Museum has served the public since its opening in 1965. The Museum Campus is situated on nearly 37 acres atop the Persimmon Hill District in rapidly growing and affordable Oklahoma City, the state's capital and largest city. It includes the main 228,000 square foot building housing multiple galleries and interpretive areas, the Donald C. & Elizabeth M. Dickinson Research Library and Archive, and the Sam Noble Special Event Center, in addition to sculpture gardens, event grounds, and ample parking. This iconic cultural and educational institution has seen nearly 12 million visitors from across the nation and globe over its first half-century of operation and remains one of Oklahoma's and the region's primary tourist destinations. Entering its next half-century, the Museum now embarks upon an ambitious multi-year plan to establish itself as the preeminent cultural and educational institution dedicated to the American West and its place within the broader national identity and culture.

MISSION STATEMENT: The National Cowboy & Western Heritage Museum preserves and interprets the evolving history and cultures of the American West for the education & enrichment of its diverse audiences of both adults and children.