**Job Location:** 250 Rudy Chase Dr., Glenville, NY 12302

**Job Title:** Operations Manager

**Institution**: Empire State Aerosciences Museum (ESAM)

**About the Institution:**

The Empire State Aerosciences Museum (ESAM) began in 1984 when four aircraft and flying enthusiasts banded together in their desire to create a museum, with the purpose of inspiring and educating the public about the wonders of flight. Forty-two years later, ESAM resides in the historic former General Electric Flight Test Center and now includes over 40 military and civilian aircraft, a multitude of aircraft engines, aviation exhibits and interactive displays, educational programs and special events, an extensive research library, and the world's largest aircraft model! ESAM has a lifetime charter with the New York State Education Department.

**Job Description:**

The Operations Manager is responsible for managing and executing the day-to-day business operations and policies of the museum. The person in this capacity will work closely with the Executive Committee, Board of Trustees, staff, and volunteers to carry out ESAM's mission and execute the business plan.

**Reports to:** ESAM Executive Committee

**Responsibilities:**

- Work closely with the Executive Committee, Finance Committee, and Treasurer to monitor and manage the museum's finances. Maintain appropriate fiscal procedures and controls.
- Supervise museum staff, identify job duties and priorities, perform annual performance evaluations, ensure compliance with Federal and NYS mandated training, report human resource concerns to the Executive Committee.
- Seek out and approve vendors/contractors for carrying out museum operations.
- Assist the Executive Committee in developing short and long-term business plans.
- Enact policies and procedures to ensure the safety of visitors, volunteers and museum staff. Assure compliance with building codes.
- Establish an on-site office and be available to staff and volunteers. In this regard, the Operations Manager is expected to be at the museum daily during normal business hours, and oftentimes on the weekend as needed.
- Assure compliance with the requirements of museum partners, such as the U.S. Department of Defense, and State and local governments.

- Organize and participate in regular meetings of the various museum committees and working groups, aimed at assuring coordination of efforts and fostering the identification of priorities and collaborative opportunities.
- Facilitate and be an active participant in ESAM's special events, fundraising initiatives, and educational programs.
- Assist grant writers in completing applications for grants, as needed.
- Inform the Executive Committee of short and long-term needs.
- Liaise with the technical and marketing groups to ensure a consistent message, both online and in person.
- Provide an effective facilities maintenance plan.

**Minimum Qualifications:**

- Bachelor's degree in a professionally appropriate field, or four to eight years of related experience.
- Demonstrated experience in finance/business administration.
- Three to five years professional experience within a museum or similarly complex not-for-profit organization.
- Willingness to work some evenings and weekends, as needed for special events.
- Experience in ticketing, CRM, or other such platforms.
- Basic understanding and ability to address IT related issues.

**Characteristics:**

- Exceptional interpersonal skills and diplomacy along with strong written and verbal communication are essential.
- Ability to develop strong relationships with diverse constituencies and create positive community connections.
- Ability to work as a team with museum staff and volunteers.
- Strong leadership and problem-solving abilities.
- Passionate advocate and promoter of ESAM.

**This Position is:** In-Person

**Position Type:** Full-time – Exempt, Schedule is flexible within reason, as many events/activities take place on weekends and evenings.

**Salary range:** $54,000 – $60,000

**Benefits:** Paid time off

**How to Apply:**

Please send your resume and cover letter to **rbievenue@esam.org**

**Job Closing Date:** 01Dec2026 Revised: 02Nov2026