



Position: Eagle Bluff Lighthouse Manager

Location: Eagle Bluff Lighthouse, Peninsula State Park, Fish Creek, WI

Compensation: \$20/hour

Hours:

- May – October: 35-40 hours per week, some weekends
- November – April: 2-15 hours per week
- The lighthouse operates seven days a week, from 10:00 a.m. - 3:00 p.m., from mid-May through mid-October.

Position Summary

The Eagle Bluff Lighthouse Manager is responsible for the daily operations, visitor experience, and overall management of the historic site. This position provides leadership, oversight, and direction to staff and volunteers, ensuring a welcoming and educational experience for all guests. The Manager collaborates closely with the Door County Historical Society's Executive Director and the Eagle Bluff Lighthouse Committee to uphold the mission of preserving and sharing the history of Eagle Bluff Lighthouse.

Key Responsibilities

Operations & Leadership

- Oversee the daily operations of Eagle Bluff Lighthouse, ensuring smooth and efficient functioning.
- Provide leadership, training, and supervision for seasonal staff and volunteers.
- Interview, hire, and onboard new staff members.
- Develop and manage staff work schedules.
- Maintain a safe, inclusive, and engaging environment for visitors and staff.

Visitor Experience & Tours

- Schedule and coordinate group tours, ensuring an enriching experience for all guests.
- Serve as an additional tour guide when needed.
- Represent Eagle Bluff Lighthouse at Lighthouse Committee meetings and other relevant gatherings.
- Develop and maintain relationships with Peninsula State Park supervisors and Wisconsin Department of Natural Resources (DNR) staff.
- Organize and oversee special events, enhancing community engagement and historical education.

Museum Gift Store Management

- Design and source new merchandise as needed.
- Manage product orders and maintain inventory controls.

Financial & Administrative Responsibilities

- Monitor the annual budget and provide a monthly management report to the Board of Directors, including attendance data, notable updates, and operational concerns.
- Calculate daily receipts, prepare bank deposits, and track attendance.
- Submit financial and attendance reports to the bookkeeper and Executive Director.

Marketing & Public Relations

- Assist the Executive Director with marketing, publicity, and advertising efforts.
- Prepare and distribute press releases related to Eagle Bluff Lighthouse.
- Participate in radio interviews and other promotional opportunities.
- Maintain an active presence on social media, sharing seasonal updates and engaging content.
- Submit articles for the organization's monthly newsletter.
- Oversee the Eagle Bluff Lighthouse section of the Door County Historical Society website, ensuring accuracy and relevance.

Additional Responsibilities

- Ensure all guests have a positive and informative experience at Eagle Bluff Lighthouse.
- Complete other duties as assigned by the Executive Director.
- Serve as a knowledgeable representative of the Door County Historical Society, promoting its mission and initiatives.

Ideal Qualifications:

- Experience in museum management, tourism, hospitality, or a related field.
- Strong leadership and organizational skills.
- Excellent communication and customer service abilities.
- Experience managing staff and volunteers.
- Ability to work independently and collaboratively.
- Proficiency in Microsoft Office and social media platforms.
- Retail or inventory management experience is a plus.