

# Rahr-West Art Museum

## MEMORANDUM

**TO:** City of Manitowoc Common Council Personnel Committee  
**FROM:** Greg Vadney, Executive Director  
**DATE:** June 1, 2023  
**SUBJECT:** Rate Increase for Rahr-West Art Museum Visitor Services Clerks

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Personnel Committee Members:

The Rahr-West Art Museum is proposing an immediate rate increase for the museum's Visitor Services Clerk position. It is clear that the current rate, starting at \$9.40 per hour, is insufficient for attracting and retaining employees. Following discussion with the City's Finance and Human Resources Department, we are proposing the following:

- Re-classification of the RWAM Visitor Services Clerk position to Grade L2. This will raise the hire rate to \$11.65 per hour
- Placement of existing employees at the hire rate, which will be a substantial and appropriate raise.

### **Background:**

The Rahr-West Art Museum employs Visitor Services Clerks to staff museum facility on weekends and during evening events. The position is a composite of Part Time Security Guard and Part Time Visitor Services Associate. Weekend work is scheduled in teams of two, each working 5.50 hour shifts. Additionally, Visitor Services Clerks work on weeknights as needed and supplement the museum's three-member staff during the work week. An individual Visitor Services Clerk works only 11.00hours to 15.00hours per two-week pay period. Collectively, the four positions are employed for a total of 60.00 hours per pay period.

The museum has struggled to fill Visitor Services Clerk positions increasingly over the past two years. Our struggles are not unique in either the museum world – where this type of entry level, part time work is difficult to fill – and not unique to us as a department of the City of Manitowoc.

### **Immediate Need:**

Over the past two months, we have had two Visitor Services Clerk positions open. We received applications, conducted interviews, and made offers to candidates. Three candidates have rejected our offers of employment citing low hire pay rate as the reason. It is important that the museum attract and retain quality employees, as they are charged with the oversight of our highly-valued art collection. This need is immediate and requires us to make this mid-year request. Economic and labor-related factors dictate that this re-classification be made to keep the museum competitive.

The proposed re-classification aligns the Visitor Services Clerk position with the Library Clerk position, and puts the Rahr-West within the range of our fellow museums in the Midwest, according to the Association of Art Museum Directors 2021 Salary Survey.

**2023 Budget Effect:**

Due to the small number of hours this position works, the cumulative effect of this pay rate increase will be minor on the 2023 budget. As stated above, the hours worked for all of the Visitor Services Clerks added together is 60 hours per pay period (30 hrs/week). We anticipate that the effective budget increase for the remainder of 2023 would be less than \$2,500 (Visitor Services Clerks work a combined 30hours per week on average x 26 weeks x 2.25dollar increase is 1,755 in salary increase. I don't imagine there is more than \$750 increase in associated costs with the increase – FICA, WRS, etc). It is our belief that this increase is a tolerable cost to ensure that we are staffed properly and capably.

I am able to provide additional data at your request. Thank you very much for your consideration on this proposal.

Greg Vadney  
Executive Director  
Rahr-West Art Museum