

Position Title

Museum Coordinator

Position Description

This position reports directly to the Executive Director. This position functions to oversee all tasks associated with the museum's daily operations including: manning the front desk during open hours, facilitating store sales, data processing, filing, general marketing, membership processing, and volunteer coordination. Candidates for this position will need to interact smoothly with the public, trustees, donors, colleagues, educators, and artists. Candidate will have good communication and time management skills, including but not limited to projects, time, budget, and interpersonal communication.

Job Type

Part Time, no benefits

Tuesday – Friday, 9:30 a.m. - 4:30 p.m.

First Saturday of each month, 9:45 a.m. - 2:00 p.m.

Hiring Salary

\$13/hr

Primary Responsibilities

Administration:

1. Manage front desk daily.
2. Process admissions, memberships and store sales.
3. Answer phone and emails.
4. Process deposits weekly.
5. Open mail and distribute accordingly.
6. Maintain museum files.
7. Assist with research requests.
8. Under the direction of the Director, make sure volunteers are assisted with their projects.
9. Accept incoming donations to the collection, and complete temporary custody paperwork.
10. Event coordination:
 - a. Work with Executive Director to organize events, including vendor coordination and event set-up, management, and take-down.

Marketing & Communications:

1. In coordination with the Executive Director:
 - a) Publicize the activities of the organization.
 - b) Maintain social media sites and museum website.
 - c) Write and distribute quarterly newsletter.

Membership:

1. In coordination with the Executive Director:
 - a. Manage membership program, including acquisition, renewal, and direct mail campaigns. Work with the director to maintain the membership program,

including benefits and solicitation materials that encourage the participation of new members.

Volunteer Coordinator:

1. Manage volunteer opportunities within the organization
2. Conduct volunteer orientation and training
3. Schedule volunteer activity, including docent tours
4. Maintain volunteer files
5. Recruit, interview applicants for volunteer work
6. Act as a single point of contact for communications

Preferred Qualifications

- Comprehensive understanding of computers basic programs.
- Speaks effectively with the public
- Demonstrated writing and editing skills and abilities.
- Successful applicants will be able to:
 - Communicate effectively
 - Collaborate successfully with colleagues, staff, students, and the public
 - Demonstrate strong interpersonal skills

Physical Demands

Ability to lift 15 pounds regularly and up to 50 pounds occasionally (usually lifting to waist level with some occasional overhead lifting). Ability to bend, kneel, stoop, reach and sit as needed for office work. Wrist and hand movements required as needed for keyboarding. Ability to be mobile campus wide for appropriate business needs.

Equal Opportunity Employer

The Bonner County Historical Society and Museum provides equal employment opportunity on the basis of merit and in a manner which does not discriminate because of an individual's race, gender, national or ethnic origin, color, age, religion, disability, sexual orientation or veteran status.

Application Procedure

Please email resume and cover letter to bchsdirector@gmail.com.