



Museum Coordinator

The mission of the Neenah Historical Society is to collect, preserve and share the history and stories of our community.

Part Time: Monday-Friday 10am-2pm

**Occasional weeknights / weekends*

Opening date: 2/16/24

Closing date: 3/15/24

Interviews begin 3/18/24

Pay Range: \$16-18/hour based on experience.

Job Description: Under the management of the Executive Director, the Museum Coordinator will be responsible for the following:

- Archival management of the collection
 - o Accessioning, deaccessioning, database entry, maintaining curatorial standards.
- Educational programming
 - o Assist with creating and implementing educational programming for youth and adults.
- Provide tours of exhibitions and work with the public regarding inquiries.
- Research historic individuals, properties, events, businesses related to Neenah and the surrounding area.
- Administrative support.
- Marketing and social media support.
- Event planning and fundraising.
- Other duties as assigned.

Qualifications:

- Experience working within a museum, cultural organization, or non-profit institution.
 - o A degree from an accredited university is desired.
- Proficient in MS Office, QuickBooks, database entry and management.
- Ability to maintain positive working relationships with a diverse group of people.
- Flexibility and adaptability, including a willingness to take positive action in a changing environment and to effectively analyze situations and problem solve.
- Demonstrated ability to work under deadlines, both with high autonomy and participate effectively on a team.
- Time management, organizational, and prioritization skills, with strong attention to detail and follow-through.
- Excellent oral and written communication skills, including an ability to develop presentations and interpretive exhibition content.
- Must be self-motivated, take initiative, and exercise creativity.

Please submit your cover letter and resume to info@neenahhistoricalsociety.com by 3/15/24