

POSITION ANNOUNCEMENT PROGRAM COORDINATOR



ADVENTURES IN HISTORY

Position Summary:

The Chippewa Valley Museum connects people to our community and inspires curiosity by collecting, preserving, and sharing our region's historical and cultural resources. The Program Coordinator is responsible for coordinating public programs and events that engage audiences. The Coordinator is also responsible for managing the museum's volunteer program. This full-time position (40 hours/week) reports to the Executive Director.

Essential Duties and Responsibilities:

Program Development and Coordination (45%)

- Develop, coordinate, and facilitate dynamic mission-driven public programs and events.
- Lead scheduled tours when necessary.
- Collaborate with community partners to sustain and develop cross-organizational programs.
- Evaluate programming and audience needs to improve public programs.
- Coordinate museum fundraising events as assigned.
- Schedule and coordinate museum facilities for private events and group tours.

Volunteer Program (45%)

- Recruit, train, schedule, and supervise active corps of almost 400 volunteers.

Operations/Other (10%)

- Supervise weekend building operations on rotation, as assigned.
- Perform visitor services duties when a volunteer is absent and/or during high traffic occasions.

Qualifications:

- *Required:* Excellent written, oral, and visual communication skills
- *Required:* Excellent interpersonal skills
- *Required:* Ability to work both independently and in a team setting
- *Required:* Bachelor's degree from an accredited college or university or 5 years equivalent experience
- *Preferred:* Experience in museums or other non-profit agency operations, specifically event/program development and coordination
- *Preferred:* Experience managing and/or recruiting volunteers
- *Preferred:* Strong public speaking skills
- *Preferred:* General understanding and appreciation of regional history and culture
- *Preferred:* Experience working with volunteers and staff of wide age and skill ranges
- *Desirable:* Demonstrated experience in educational/museum programming
- *Desirable:* Bachelor's or Master's degree in History, Public History, English, Communications or Public Relations, or Education

Schedule: Begin January 8, 2018

Compensation:

Monthly: \$1,907 - \$2,080. Actual rate depends on preparation and experience. After successful conclusion of probationary period, eligible for leave as described in Personnel Policy.

HOW TO APPLY: Submit cover letter, resume, and references in PDF format to searchcommittee@cvmuseum.com with your name in the subject line. Application review begins November 28, 2017 and continues until position is filled. Request a complete job description from searchcommittee@cvmuseum.com.

