



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 10 am-2 pm

**Occasional weeknights/weekends*

Opening date: 3/26/2026

Closing date: 4/3/2026

Interviews begin 4/8/2026

Pay Range: Starting at 18/hour based on experience.

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

- Undertake the day-to-day operation of the Museum and Society, including providing knowledgeable tours, administrative support, marketing support, social media support, and light housekeeping/maintenance
- Educational programming
 - o Assist with creating and implementing educational programming for youth and adults.
 - o Develop plans to align with state standards for curriculum in local schools
- Partner with the Executive Director to align operations with institutional priorities and long-term strategic goals
- Archival management of the collection
 - o Accessioning, deaccessioning, database entry, and maintaining curatorial standards.
- Research historic individuals, properties, events, and businesses related to Neenah and the surrounding area.
- 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.
- Ability to lift and carry up to 25 pounds.

Please submit your cover letter and resume to info@neenahhistoricalsociety.com by 4/3/2026.