

ANTIQUE BOAT MUSEUM

Title: Events & Communications Coordinator

Full Time Year-Round – 40 Hours a Week; Schedule will include special evening events and weekends during the open spring/summer/fall seasons, and transitions to M-F schedule during the off-season.

Pay Range: \$20.50 – \$22.50; Hourly position with benefits package.

Reports to: Executive Director

Job Description

Under basic supervision of the Museum's Executive Director, the Events & Communications Coordinator assists in developing, organizing, and coordinating a wide variety of special mission driven and related events, receptions, and programming to provide cultivation and stewardship of donors, members, visitors/tourists, and volunteers; attract new audiences; and increase revenues.

Essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time based on employer's needs.

Responsibilities

- Lead the Museum's efforts to provide meaningful experiences to a diverse audience onsite, online through social media, and in the larger community by executing traditional annual events and developing events that engage and expand the Museum's audiences creatively and effectively.
- Serve as team leader for special events through planning and logistical support including organizing catering, décor, and entertainment; managing set-ups; and other related duties as needed.
- Maintains the Museum's website, Facebook account, Instagram, and other online social media.
- Assist the Executive Director, and Advancement Team in the cultivation of sponsors and donors for specific event initiatives.
- Coordinate event needs with the Volunteer Coordinator, provide suggestion for recruitment, potential training and acknowledgement.
- Identifies and coordinates content for advertisements, publications, other print media and press releases in conjunction with fellow Staff Team and possible outside consultants/firms.
- Prep agendas and take minutes at Events and Marketing Committee meetings, serving as the primary staff liaison for the committee.
- Performs other duties as required or assigned.

Skills/Knowledge

- Non-profit policies and procedures, and structure.
- Event planning and execution; interfacing with media outlets.
- Principles and procedures of, budgeting, recordkeeping, reporting and retention.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Successful candidate will demonstrate a deep understanding of how to engage cross-generational and diverse audiences with a welcoming and accessible manner
- Providing quality customer service.
- Multi-tasking and organization. Supports the relationship between the Antique Boat Museum and the general public by demonstrating courteous, cooperative behavior when interacting with visitors, volunteers and Staff Team.
- Maintaining confidentiality of work-related issues.

Requirements:

- Four-year degree AND two years of experience; OR an equivalent combination of education, training, and experience.
- Must possess and maintain a valid driver's license and have a satisfactory driving record.
- Good stamina for busy summer season is a must.