

Brown County Historical Society
PROGRAM MANAGER /VOLUNTEER COORDINATOR
JOB DESCRIPTION

Reports to: Executive Director
Supervises: Volunteers/interns
Position Type: Full time 40 hours

Position Summary

This position reports to the Executive Director and works closely with the Executive Director and program leadership team to set priorities and ensure successful fulfillment of programs related to the Museum's goals. This position requires, strong communication, marketing, and social media skills, as well as the ability to manage multiple projects simultaneously and to work collaboratively. The ideal candidate will have excellent customer service skills, be enthusiastic about local history and innovative public programming, enjoy interacting with people of all ages and backgrounds, and thrive in a learning culture.

Principle Duties and Responsibilities

- Manage the volunteer program including recruiting, training, scheduling, and supervising volunteers for tours, educational programs, and special events.
- Participate in long range planning, including the design and implementation of programs and projects as a leadership team member.
- Manage tours of Hazelwood Historic House. Works with Director to upgrade and implement interpretive programs.
- Develop and maintain a strong working relationship with local print, radio, and other media partners.
- Create marketing content and promote events through electronic and social media, membership e-communications, mailed correspondence, flyers, posters, and brochures.
- Draft press releases and manage mailed correspondence.
- Cultivate collaborative partnerships with schools, museums, and community organizations.
- Research and develops materials for exhibits and events.
- Handle ticket sales, admissions, and reservations for events.

Education, Experience, and Skills Required

- Bachelor's degree in Marketing, Communications, Education, History, or related field.
- Ability to work with and supervise volunteers
- Excellent written and verbal communication skills and a sincere desire to serve the public.

- Demonstrated ability with Microsoft software programs, social media platforms, and other databases.
- Experience in creating and overseeing website, social media, and other online content.
- Excellent customer service skills and ability to work with museum staff, partners at other institutions, patrons, tour groups, educators, and students.
- Ability to work a flexible schedule. Position includes occasional evenings and scheduled weekends during the summer season.
- Ability to work in a flexible environment including events that are held outdoors.
- Occasional lifting/carrying of materials up to 15 pounds is required.

The above duties and responsibilities are not an all-inclusive list, rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs.

Salary: \$16.00 hour

TO APPLY:

Please submit resume and cover letter to Christine Dunbar
chris@browncohistoricalsoc.org by May 24, 2022