



Job title: Museum Coordinator

Job status: Part time, 15 hours/week (off season), up to 30 hours/week (peak season)

Hourly rate: Starts at \$30/hour, beginning July 1

Reports to: Director

Summary

The Museum Coordinator plans, develops, and delivers museum exhibits and educational outreach activities in order to expand learning opportunities for visitors and the general public. Outreach activities may include educational programs such as group tours of the museum, classroom visits, and presentations to organizations and the general public that support exhibitions. The Museum Coordinator assists in supervising summertime museum docents and reports to the ACC Director.

Responsibilities

Collections and exhibits

- Maintaining records and cataloging acquisitions, including extensively researching items and updating written information in database
- Identifying items to acquire that can add value and meaning to the collection
- Developing a conservation plan to ensure that collections are properly preserved
- Curating new exhibits and companion guides, including interpretation plan for staff (plus exhibit collateral)
- Collaborating with other institutions on new exhibition development when necessary
- Training summertime docents and managing volunteers

Educational outreach

- Providing tours to museum visitors
- Coordinating group tours (this may include activities) of the museum
- Coordinating classroom visits and external presentations
- Planning exhibit-related programs and activities with the Program Coordinator

Required skills/abilities

- Excellent written and verbal communication skills
- Ability to organize, present and communicate messages effectively through design
- Excellent project management and organizational skills
- Knowledge of working with museum databases and IT issues
- Good teamworking skills
- Excellent research and IT skills

Relevant education and experiences:

Anthropology, archaeology, art, art history, arts administration, event/exhibition management, history, museum collections. Museum Coordinator may attend relevant professional training opportunities and workshops with approval of the Director and Board of Directors.

Physical requirements: Must be able to lift up to 40 pounds.