

## **Silver City Museum Society Volunteer/Event Coordinator**

**Title:** Volunteer/Event Coordinator

**Status:** 24-40 hours per week

**Reports to:** Museum Director and Store Manager

**Pay scale:** \$10-14/hr

**Purpose:** To ensure all volunteer positions are covered by well trained volunteers and to organize events and schedule all volunteers needed for events.

The ideal candidate will have enthusiasm for training, motivating, and working with volunteers and will be an organized, efficient event planner and scheduler. The volunteer/event coordinator manages a volunteer corps, coordinates events, and serves a public face for the Museum and the Museum Society.

**Duties and Responsibilities include the following.** Other duties may be assigned.

Coordinates volunteer services for the Museum including:

- volunteer outreach, recruitment, screening, and placement
- conducts promotional campaigns to increase number and diversity of volunteers
- provides volunteer orientation, training, support, supervision, and feedback
- schedules volunteer staffing for Museum
- maintains volunteer service database
- organizes volunteer appreciation activities
- works unfilled week and weekend volunteer work positions
- serves as staff backup for membership data base and Mansardian production

Coordinates regular and special events for the Museum including:

- activities associated with courtyard and other museum rental programs.
- coordinates activities of event committees and volunteers to ensure smooth operation, effective public presentation, and post-event critique
- participates in sponsorship solicitation and/or grant writing for events as needed prepares reports; analyzes event data; maintains event records for future reference.
- holiday and evening hours will be required for events coordination and to fill in as needed for unfilled volunteer positions. Weekends required.
- promotes awareness of and support for the Museum within the community at large; shares general duties with office staff as needed; other duties as assigned.
- Assists with opening and closing store POS per weekly schedule
- Close out store on AccuPos and prepare sale receipts from deposits.

## **Qualifications**

High school diploma or equivalent and demonstrated competency to meet this position; strong inter-personal, communication, motivational, teamwork, and time management skills; sensitive to needs of diverse population; can work effectively both independently and in group situations; flexible, organized and self-motivated; computer literate. Weekends required. Commitment to delivering exemplary customer service. Flexibility to pitch in as needed as part of a small team. Prior museum, event planning, staff and/or volunteer management experience helpful. Spanish language ability helpful.

**Physical Requirements:** Must be able to climb stairs. Able to lift and carry 25lbs.

**Working Conditions:** Office environment. Some travel required. Works weekends, some holidays, and occasional evenings for events.

Review of applications will begin immediately. Position open until filled. For consideration, please email cover letter and resume to [director@silvercitymuseum.org](mailto:director@silvercitymuseum.org) or mail/deliver to Silver City Museum Society, Personnel Committee, PO Box 344, 312 West Broadway, Silver City, NM 88062.