



**PART-TIME Position Title:** Visitor Services and Resource Development Coordinator

**Job Description:** To manage the admissions desk and museum shop, coordinate program and events, support the museum's fundraising, membership, and external communications programs, and provide and ensure excellent customer service to the museum's constituents.

**Reports to:** Executive Director

**Job Duties:**

- Provide excellent customer service and promote the museum mission and vision in all activities, work to fulfill the museum's operating and strategic goals, and represent museum both within and outside the building.
- Open and close building for the public hours, programs, and events and monitor museum security.
- Manage the admission desk and museum store, answers and routes telephone calls, route mail and general e-mail to museum staff. Records and tabulates attendance records using Microsoft Excel. Coordinate volunteers and work study students for Visitor Services and Resource Development department.
- Schedule speakers, docents, tours, space rental, assemble craft materials, and set-up for programs and events, lead or assist with tours, crafts and programs as needed.
- Coordinate membership renews, sales and benefits with Director and assist developing membership materials and newsletter. Use Microsoft mail merge to generate and process mailings and correspondence.
- Coordinate fundraising campaigns with Director and Resource Development Committee and assist producing fundraising materials including compiling donor proposals, grants and event invitation. Maintain Giftworks database, enter all museum income, membership, and contact information and create lists/reports exported to Microsoft Excel.

- Coordinate with Director and External Communications Committee on promotional materials, maintain Constant Contact database and send e-blasts and e-newsletters, upload updated information to website using Contribute software, and maintain museum calendar for public and internal events on Google website.
- Assist in facilities maintenance, order office and maintenance supplies, prep for cleaning service and manage cleanliness between cleanings, notify Director of maintenance issues and assist coordinating contractors.
- And other duties as assigned

**Requirements:**

- Ability to quickly learn and perform all duties with accuracy and efficiency
- Experience in customer service and prioritizing multiple tasks to meet deadlines
- Must be able to communicate effectively orally and in writing
- Proficiency in operating Microsoft Office Suite and ability to quickly learn new programs
- Ability to lift and arrange equipment and furniture
- Willingness to work independently and as a team
- Must demonstrate respect of American Indian culture
- Knowledge of Native American history preferred but not required
- Ability to cover shifts split between two part-time positions (Please specify your availability: Tuesday: 9:30-5:30; Wednesday: 9:30-5:30; Thursday: 9:30-1:00 OR 11:00-8:00; Friday: 9:30-5:30; Saturday: 9:30-5:30; Sunday: 11:30-4:00

**To Apply:** Application must include resume, cover letter including salary requirements, days and hours available and prospective start date, and three current references or letters of recommendations. Applications with missing information will not be considered. E-mail to [jobs@mitchellmuseum.org](mailto:jobs@mitchellmuseum.org) **Deadline March 9<sup>th</sup> 2010.** No calls please.

The Mitchell Museum of the American Indian is an Equal Opportunity Employer.