



4 East Main St., Christiansburg, VA 24073

montgomerymuseum.org

Position Title: Events and Marketing Coordinator

Status: Part-Time/Non-Exempt

Job Posting Expires: Open until Filled

Job Overview: This position will assist in overseeing the museum's annual portfolio of events, ranging from exhibit openings to large-scale events such as the Heritage Day Festival. Additionally, this position will manage the museum's social media platforms and grow the museum's online presence while also assisting in the creation of new promotional material.

Event Coordination:

- Conduct event committee meetings and coordinate all volunteer efforts for event operations
- Schedule and communicate with event vendors as applicable
- Coordinate with museum volunteers for event scheduling and placement
- Update the museum calendar of events
- Assist with the preparation of event budgets

Marketing:

- Assist with the design and creation of fliers, postcards, and email marketing
- Manage the museum's social media and assist the museum in adding new platforms
- Help create a digital footprint and marketing strategy/plan for the museum
- Create and schedule social media posts
- Assist in the publication of museum communications and newsletter
- Assist with event sponsorship solicitation and management

Physical Requirements: The Events and Marketing Coordinator must be able to stand for long periods of time and climb stairs. He or she must be able to assist in carrying and lifting objects weighing up to 30 pounds.

Reporting Supervisor: Executive Director

Hourly Wage: Part-time hourly position. Hours per week will average 15 hours. The hourly rate for this position is \$15/ per hour

Education: Bachelor's Degree Preferred. Preferably in Communication, Marketing, Business, Journalism, Public Administration, or Non-Profit Management but not required.

Preferred Qualifications: The ideal candidate will have a flexible schedule and be willing to work occasional weekends and off-hours as dictated by the event schedule. He/She must be able to work well with others in a team-oriented atmosphere and be comfortable as a self-starter, taking initiative. The ideal candidate will also have exceptional interpersonal communication skills, writing skills, time-

Montgomery Museum

OF ART & HISTORY

4 East Main St., Christiansburg, VA 24073

montgomerymuseum.org

management, and graphic design skills. Additionally, the ideal candidate will be adaptable to changing circumstances. Previous work experience in a museum is a plus. Other preferred qualifications include:

- Flexible Schedule
- Customer Service Experience (2 years minimum preferred)
- Events, Sales, and/or hospitality experience (2 years minimum)
- Must be highly organized and detail-oriented
- Proficiency with Microsoft Office Suite

**Please note this job description is not a complete list of all tasks and duties. It is merely meant to describe the overall objectives and areas of work.*

Why the Montgomery Museum of Art and History?

The Montgomery Museum is a growing cultural institution. The staff and volunteers are a hard-working, fun-loving group of people. We invite you to apply for this exciting position and have the opportunity to meet many wonderful people. No two days will ever be the same at the Montgomery Museum. Other benefits include free parking and a free membership.

To apply: Please email a resume and cover letter to the Executive Director at director@montgomerymuseum.org with the subject line "Events and Marketing Coordinator" Job Application.