

Museum and Events Manager

Position Description Overview:

The Coronado Historical Association (CHA) is a non-profit 501(c)(3) charitable organization that was founded in 1969 to help people understand and appreciate Coronado's unique history, art, architecture, and historical resources.

CHA's mission is to advance learning and stewardship in all by serving as Coronado's primary center for community history. In support of its mission, CHA offers a year-round schedule of public programs, rotating museum exhibits, and special community programs. CHA is the community's trusted historian whose work ensures that Coronado maintains its small-town character.

An essential part of the leadership team, the Museum and Events Manager is responsible for managing museum operations and implementing community outreach initiatives.

Reporting Relationships

The Museum and Events Manager reports to the Executive Director and oversees the work of museum associate staff, interns, and volunteers.

Experience, Qualifications, and Skills:

The successful candidate will have demonstrable success in managing people and establishing and conducting community outreach and programming.

- 2-5 years experience in community programming, volunteer / staff management, and event planning.
- Excellent writing, speaking, organizational, and interpersonal skills.
- Computer literacy, particularly in word processing, desktop publishing, and databases.
- Proven and effective project management skills.

Position Description Specific Responsibilities:

40% - Museum Operations

Oversee the museum and gift shop experience, guest services, and educational programs such as lectures and walking tours.

- Manage, recruit, train, schedule, and supervise Museum Associates and volunteers.
- Administer museum, store, and facility rental operations.
- Advertise and implement public and private tours and act as the primary contact for all tour communications.

FLSA Classification: Full Time
Job Description Date: February 23, 2023
Salary Scale: \$55,000-\$67,000 + Benefits Package

- Create, update, and maintain web/app-based museum programs and walking tours.
- Develop, implement, and schedule a programmatic calendar of educational events and administer education committee programs.
- Work with curators and advisory/working groups to establish forecasted programming plans and promotional programming material 3-12 months in advance of program delivery.
- Manage the implementation and logistics of events and programs. Prepare facilities, schedule and oversee staffing and volunteers, and act as the point of contact for events, communicating with program participants such as guest speakers and sponsorship partners.
- Produce and implement program evaluations and collection of audience statistics.

30% - Special Events

In coordination with the Executive Director, develop and implement special community events, such as historic home tours, luncheons, and receptions.

- Create budgets, planning documents, and programming and promotional models for community programs and events.
- Secure all contracts for community events, such as facility rentals and catering.
- Develop and disseminate promotional programming material.
- Schedule and oversee staffing and volunteers for community events.
- Manage the day of implementation and logistics of events.

30% - Volunteer & Docent Program

Recruit, supervise, and evaluate volunteers, docents, and interns.

- Develop and implement training and onboarding procedures.
- Deliver all volunteer communications; serve as the primary volunteer contact.
- Keep orderly records of volunteer service.
- Coordinate volunteer meet-ups, projects, schedules, and appreciation events.
- Oversee and supervise CHA's university and high school internship programs.
- Recruit, train, and schedule tour docents. Create, review, and revise tour materials such as scripts in accordance with historical accuracy and best practices.

Perform other duties as assigned. The regular work schedule for this full-time position is 40 hours/week, Tuesday through Saturday; this work schedule corresponds to the public hours of the Coronado Historical Association. Flexible work hours will include weekend and evening hours to support public programs and events.