

## **Codington County Heritage Museum Operations/Events Coordinator**

Here's a unique opportunity for you to give back to your community while playing a pivotal role in the ongoing mission of the Heritage Museum. As Operations/Events Coordinator, you will engage in a wide variety of responsibilities related to the Museum's operations, customer service and educational programs designed to support the Museum's mission of educating the community and stimulating an appreciation for local history. You will work closely with the director, volunteers and board members to ensure the success of special programs and day-to-day museum needs. If you are looking to join an organization with historical significance and achieve personal satisfaction from community involvement, this is an opportunity worth exploring.

### **Key Responsibilities:**

- Perform daily operations, including opening and closing procedures
- Keep Museum property secure during the open hours of operation
- Greet visitors, answer inquiries in person and on the phone, and promote and sell memberships
- Promote sales for the Museum store
- Lead tours and hands-on workshops for local students, youth groups, families and adults, as needed
- Assist in developing and implementing educational materials and programs for the public
- Work exhibition openings, fundraising events and other Museum special events, as needed
- Perform office duties related to Museum projects to track
- Complete other duties as assigned

### **Ideal Background:**

- Experience in a museum, nonprofit organization or service business preferred
- Excellent communication (listening, speaking, writing, presentation) skills
- Strong organizational skills, attention to detail and accuracy of reporting
- Superior problem-solving skills and exhibits initiative and creativity
- Demonstrated oral, written, computer and customer service skills
- Working knowledge of Excel, Word and email software
- Willingness to work a flexible schedule, including some weekends and evenings as may be needed
- Self-directed and motivated; punctual and responsible
- Work well in a collaborative environment

### **How to Apply:**

- Your cover letter explaining your qualifications and interest along with your resume detailing your work history are very important parts of your application and are used during our evaluation process to determine your qualifications as they relate to the job.

- Submitted materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the hiring process.
- CCHM is an Equal Opportunity employer.
- Questions can be directed to [christy@cchsmuseum.org](mailto:christy@cchsmuseum.org) or (605) 886-7335.