Director of Daily Programming

**Job Title:** Director of Daily Programming  
**Reports to:** Executive committee and Board of Trustees  
**Status:** Part time; hourly

### MAJOR DUTIES AND RESPONSIBILITIES

- Open museum and gift shop during regular business hours. Give tours as needed.  
- Sell, Pack, and ship online orders and telephone orders.  
- Answer phone, retrieve voice mail, return calls in a timely matter  
- Retrieve mail and respond accordingly  
- Log in collection using museum software as directed.  
- Work with the grant writer and local community organizations on obtaining grants for the foundation.  
- Communicate with membership via mail, email, phone or in person  
- Maintain contact with members of the community and tourism entities and answer questions about the museum, its programs and the community.  
- Communicate with other museums, government officials and tourism organizations.  
- Actively promote the tours, bookings, participation in events.  
- Record all museum income and expenses.  
- Create and deliver quarterly e-newsletter to all members.  
- Update website, Facebook, Twitter, and other social media as needed  
- Record and update memberships. Annual membership renewal billing and follow up.  
- Maintain gift shop and museum in a clean, welcoming and safe environment  
- Prepare a report for the monthly board meetings.  
- Other duties as assigned.

### QUALIFICATIONS FOR THE POSITION

**Experience Preferred**

- Three years administrative or non-profit experience and some retail experience.

**Other**

- Must have the ability to work independently  
- Friendly & Outgoing  
- Attention to detail