



County of Calhoun
Job Description

Job Title: Museum Outreach, Programming, and Educational Specialist

Department: 2900 - Historical Commission

Reports To: Museum Director

FLSA Status: Non-Exempt

Approved By: Director

Approved Date: 5/28/2024

Summary

Coordinates technical projects, public relations and events for the institution and other services to the public by performing the following duties.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Conducts museum tours for adults, children, and groups.
- Coordinates with director and prepares public relations material (press releases, news articles, etc.)
- Designs and installs marketing and informational materials for a variety of events and notifications throughout the museum, public bulletin boards, Facebook, and the website.
- Corresponds with public through email, Facebook and the website, distributes correspondents when necessary.
- Coordinates with the public, keeps records, and take payments for those attending events.
- Attends and facilitates events during and after hours, including set up, clean up and assisting when needed.
- Develops the newsletter including the selection of articles and photographs. Run copies, fold, and mail approximately 750 copies annually.
- Develops the Friends Membership Form and coordinates the annual Friends Membership Drive.
- Keeps an accurate updated list of Friends Members, Addresses, Businesses, County Council, Historical Commission, etc., to be used as address labels and include additional contact information as needed.
- Acts as the recording secretary of Historical Commission Board meetings by taking and typing minutes when the commission secretary is unavailable.
- Coordinates fundraising opportunities
- Apply for grants as needed.
- Work with all staff in the development and implementation of museum programs and events for all ages.

- Assist in setting up and taking down of art shows and displays as needed.
- Performs all work in accordance with all applicable policies, procedures, regulations and standards of safety and quality; ensures the timely completion of all assignments.
- Assist other museum staff as needed with any other duties as assigned.
- Develops educational programming for schools in line with public and private school standards.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ideal employee should be able to work at a fast pace and be self-motivated.

Education and Experience

Bachelor's degree in related field; or three to five years of related experience and/or training; or equivalent combination of education and experience.

Language Skills

Candidate must have a strong command of the English Language. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Proficient in Microsoft Office, Internet applications, Quark, social media and email software

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Other Qualifications

Possession of an appropriate driver's license valid in the State of South Carolina.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.

Calhoun County is an equal opportunity employer.