**Outreach and Events Coordinator (30hrs/wk.)**

**Position Description:**

This position reports directly to and is supervised by the HSCC Executive Director. The Outreach and Events Coordinator serves to coordinate and assist HSCC staff, volunteers and committee members in the successful planning and implementation of events, programs, educational activities, fundraisers and rentals and to engage with the public and visitors in the promotion of these activities. Furthermore, the position takes a lead role in enhancing the visitor’s experience on site through the active promotion of membership, tour development and donor and partnership cultivation. The position supervises and works closely with a part-time Visitor Services Assistant to maintain HSCC’s regular public hours (Wednesday-Saturday 10am-4pm)

**Roles and Responsibilities**

* Coordinates and assists with Society events, programs and outreach initiatives to engage the public in the Society’s mission
* Attends identified partner meetings, programs or events to promote the Society’s outreach mission
* Coordinates and assists in the promotion and cultivation of educational programming
* Manages the Society’s membership program, including outreach and administrative functions related to membership recruitment, retention and the implementation of membership benefits and works closely with the Society’s Data and Development Assistant in the execution of duties pertaining to membership.
* Supports the Executive Director in development and outreach work, including the preparation of the annual appeal and donor acknowledgments
* Assists the Gala Committee Chairs for the success of the Society’s largest annual fundraiser, including tracking donors, sponsors and on site event assistance and logistics
* Assists and helps coordinate other Society fundraisers working closely with Committee Chairs
* Helps to recruit volunteers to assist with special programs, events and initiatives on and off site
* Works closely with the Society’s bookkeeper in the execution of clerical duties pertaining to the position
* Helps create the Society’s bi-monthly e-newsletter and works closely with the Society’s design firm on web-updating and social media to promote outreach and public engagement
* Assists with patron services on site, including tours of the Society’s historic buildings and exhibits
* Works closely with the Executive Director and Curator on developing an Outreach Plan to enhance the visitor’s experience on and off site
* Helps HSCC cultivate and grow its rentals capacity
* Supervises, recruits and helps train on-site tour guides, interns or paid Work-Study students
* Supervises the Visitor Services Assistant in the execution of administrative functions, visitor engagement duties and weekend scheduling
* Lead coordinator of the Society’s Outreach Committee

**Skills and Key Requirements:**

* Extremely detail-oriented, self-starter and highly organized
* Flexibility and ability to quickly assess priorities day-to-day, week-to-week
* Comfortable working a flex schedule depending on the needs of HSCC hours, staff schedules, patrons, volunteers and visitors
* Ability to cover Saturdays (10am-4pm) when scheduling conflicts arise with the Visitor Services Assistant
* Experience in non-profit settings a preference
* Experience in arts and culture or public history settings a preference
* Basic computer, email and Microsoft-based software proficiency required

HSCC regular hours are Wednesday –Saturday 10am-4pm. This is a part-time hourly growth-potential position at $18.00 per hour with flexible schedule options beyond the expected regular HSCC open hours. Pay is issued bimonthly via direct deposit via a time-sheet. The incumbent must provide their own transportation to occasionally conduct business off HSCC’s campus, but tracked mileage during HSCC business hours is reimbursable. To and from work is not. Being available for HSCC activities on evenings and weekend hours is crucial. The Society’s Saturday hours will need to be maintained in coordination with the paid Visitor Services Assistant. Expected start date July 2022. The incumbent will need to undergo a standard background check and will start with a 6-month probationary period.

The Historical Society of Carroll County, Maryland

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EOE

Point of Contact: Jason Illari, Executive Director

Email Cover Letter and Resume in PDF format or questions to [execdirector@hsccmd.org](mailto:execdirector@hsccmd.org)

Position open until filled.

Date of original posting June 16, 2022