



Port Huron Museum
1115 Sixth Street, Port Huron, MI 48060
(810) 982-0891 ~ Fax (810) 982-0053
www.phmuseum.org

The Mission of the Port Huron Museum is:

The Port Huron Museum preserves and illuminates the stories of Michigan and the Great Lakes, through the lives and experiences of local people.

Posted: December 3, 2018

Deadline: December 21, 2018

Position Title: Manager of Community Engagement

Reports to: Executive Director

Full-time Exempt, Salary: commensurate with experience

Primary Purpose: Responsible for promoting programs, rentals, and events at all sites in print materials and online. Manages membership growth and retention. Coordinates and tracks site rentals with internal and external audiences. Works on creating a policy and increasing non-profit collaboration and community engagement at the Museum.

Duties and Responsibilities:

Rentals

- Works closely with supervisor to develop annual events, rentals, marketing, and community engagement budget, work with Business Manager to track budgeted vs. actuals
- Schedules all rentals both internally on Google Calendar and externally including creating and sending confirmation sheets, with dates/times/prices, contract and logistics information.
- Coordinates wedding and special event site rentals, including but not limited to contracts, check ins, security deposits, and site showings.
- Tracks rental attendance and audience demographics to report to the Board of Trustees and sponsors

Memberships

- Enters new memberships, prepares and sends membership cards, and updates lapsed members, processes renewals.
- Works with supervisor to set and track goals for membership growth, tracks and reports new and current membership numbers on a monthly basis,
- Trains Site Managers and Assistant Site Managers on the value of memberships, sets goals and tracks membership sales at all sites
- Works with supervisor to determine member benefits, ensure they are well publicized, and carried out
- Writes and send member communications with bi-weekly e-blasts and quarterly printed newsletters

Events

- Provides an event planning timeline, contact list for vendors, and otherwise assist Site Managers in planning one to two events annually at their sites
- Assists Site Managers with tracking event attendance and audience demographics to report to the Board of Trustees, sponsors, donors, and for grants

Marketing

- Responsible for creating all print materials and digital marketing materials for all sites
- Works closely with Site Managers/Lighthouse Store Manager/Manager of Education to develop a strategy and timeline for providing all details in advance for marketing of programs at all sites

- Collaborates with the Site Managers/Lighthouse Store Manager/Manager of Education and Tours/and Board Committees to strategize ways to attract new audiences and groups for programs, events, rentals, and community partnerships
- Develops strategy, timeline, and shared Google calendar for social media, and oversees and approves posts for all sites

Community Partners

- Works with Executive Director to research best practices for other non-profit community partners to use sites for meetings, events, and fundraisers, and establish a collaborative, fair policy including monetary or non-monetary payments that may boost attendance at Museum programs/events
- Other duties as assigned

Education/and or Experience:

- High School diploma or equivalent (required)
- Experience in customer service and sales (required)
- Marketing experience (preferred)
- Events planning experience (preferred)
- Experience working with a variety of community organizations (preferred)

Language Skills:

- Ability to read and understand rental contracts
- Ability to write routine reports and correspondence
- Ability to speak confidently in front of diverse groups of people

Mathematical skills:

- Ability to calculate figures and amounts, ability to compute percentages
- Ability to create and track budgets
- Ability to create and maintain methodical records
- Reasoning ability to solve practical problems

Other Skills and Abilities:

- Maintain the highest degree of ethics and professional standards in all aspects of Museum operations.
- All Museum employees are expected to help maintain a friendly spirit of cooperation with fellow staff, volunteers and visitors.
- Computer skills including email and Google calendar (required)
- Experience working with Google suite, Microsoft Suite and Publisher (preferred)
- May involve climbing stairs numerous times per day
- May involve standing up to 8 hours
- Lifting up to 40 lbs
- Ability to work in closed spaces
- Able to tolerate working outdoors and indoors in non-air conditioned spaces
- Some sites are not ADA compliant due to historic designation
- Must be available to work weekends and possible evenings

CONTACT: Resume and coverletter must be submitted via email to employment@phmuseum.org or mail to address above. No phone calls or drop ins, please.