

KATHARINE HEPBURN MUSEUM COORDINATOR

The Museum Coordinator plays an integral role in the growth and vibrancy of the Katharine Hepburn Cultural Arts Center and Museum. Reports to the Executive Director and works closely with staff and Board of Trustees to maintain and expand the Museum's collections, programming, attendance, funding streams and position among like institutions.

Status: Part-time, with full-time potential

PRIMARY RESPONSIBILITIES

Implement the Strategic Plan for the Museum

- Maximize financial goals, collections growth, and public program opportunities, and provide regular updates to the Museum Committee.
- Create annual budget for approval, and ensure expenses follow approved budget. Ensure program revenues meet budget goals.

Collections Management

- Collaborate with the Executive Director on the selection of objects for additional in-person or virtual exhibits.
- Collaborate with the Executive Director on design and fabrication of exhibition cases and mounts.
- Lead the stewardship of the collections including, managing acquisition, accession, and deaccession of objects.
- Provide archival maintenance and updating catalog entries in the collections database.

Advocacy and Marketing

- Expand external partnerships with schools and other cultural and local community, national and international organizations.
- Develop and deliver public programs that utilize the exhibits and collections, these include interpretive programs that connect to Miss Hepburn's body of work and educational programs for students, families and adult learners.
- With the Museum Committee, Executive Director and Director of Development, strategize ways to continually promote the Museum.
- Represent the Katharine Hepburn Museum at marketing/community events as needed.

Revenue and Volunteer Management

- Assist Director of Development to research grant opportunities, write proposals and reports.
- Manage selection of Museum Gift Shop merchandise.
- Work with the Volunteer Coordinator to identify volunteers; train and oversee Museum docents.

SKILLS AND REQUIREMENTS

- Commitment to the Kate's mission and belief in the organizational values
- Ability to handle multiple tasks, projects and priorities effectively and professionally
- Ability to work collegially as part of a small, fast paced team
- Experience working with diverse populations
- Knowledge of Katharine Hepburn history, body of work, and cultural influence is highly desired but a willingness to learn is paramount
- Excellent writing, communication and organizational skills; and an effective public speaker
- Bachelor's Degree (major in Museum Studies, Arts Administration, Theater, Film Studies or closely related field preferred) with at least 2 years of experience in museum curation and/or cultural education programs
- Must be available some nights and weekends to support special events (i.e., the annual Oscar Night Party, annual Gala)
- Proficiency in Office Suite (Word, Excel, Powerpoint) and membership/development databases required; video and multimedia skills a plus

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, efforts or working conditions associated with the position of Museum Coordinator.

REPORTS TO: Executive Director