

Public Outreach and Engagement Manager

The Meeteetse Museums seeks a temporary, part-time Public Outreach and Engagement Manager to help administer day-to-day operations as well as long-term goals/projects of the Museums. The position is part of a small cooperative team that shares duties and job responsibilities based on individual interests and skill sets and situational needs of the Museums.

The Museums are an important component of our small town, and the successful candidate must be comfortable working in and contributing to the Meeteetse community. The Board of Trustees is committed to fostering the Museums' mission through exhibits, programs, and on-line resources. We accomplish our goals through research, preservation, and communication of the area's multi-faceted, dynamic history.

The successful candidate will manage:

- public outreach (social media, newsletters, online resources),
- membership program,
- operation of bookstore and gift shop via point-of-sale system,
- fundraising,
- overseeing front desk volunteers,
- educational programming and events,
- grant writing,
- other operational roles as required to help the Museums function and thrive.

About the position: Reporting to the Executive Director, the Public Outreach and Engagement Manager will be partially responsible for both the day-to-day Museum scheduling and operation as well as contributing to the long-term development, planning, and outreach. The Museum is currently engaged with the Meeteetse Museum Foundation in a major fund-raising effort, and the Public Outreach and Engagement Manager will play a key role in this process. The Museums value professional development and encourage staff to participate in training and educational opportunities and membership in professional organizations. This part-time position is 20-30 hours per week; some remote work may be possible.

The starting wage for this position will be \$15-\$18/hour, depending on experience and qualifications. Paid vacation and sick days.

Skills and qualifications: Bachelor's degree required; advanced degree in an education, finance/business, or museum mission related field preferred. Excellent people skills, adept at verbal and written communication, commitment to quality, strong organizational skills and attention to detail, project management experience, ability to manage multiple tasks simultaneously and perform under deadlines, commitment to the Museums' mission. Experience conducting research related to Museums-related topics. Use of data visualization tools/techniques and on-line platforms preferred. Candidates whose life experiences and skill sets can support existing Museum programs and bring fresh, innovative perspectives to the future direction of the Museums are especially welcome.

How to apply

Please submit the following to Meeteetse Museum Executive Director Alexandra Deselms at director@meeteetsemuseums.org:

- Cover letter describing your educational and employment history giving specific examples of how your skill sets match the Museums' needs and mission.
- Resume/CV
- Name and contact information for three references

Position is open until filled.