

Museum Services Coordinator (Full-Time)
Lockwood-Mathews Mansion Museum Norwalk, CT

The Lockwood-Mathews Mansion Museum, one of the nation's most significant historic house museums and a designated National Historic Landmark, seeks an energetic and highly organized **Museum Services Coordinator** to help support daily operations and deliver an exceptional visitor experience.

Working closely with a small, collaborative team, the Coordinator plays a key role in the museum's public engagement, administration, programs, and facility operations. Responsibilities include welcoming and assisting visitors, conducting or supporting tours and gallery talks, promoting museum programs and memberships, and helping coordinate public programs, private rentals, and special events.

The position also supports core administrative functions including marketing initiatives, social media implementation, donor and member correspondence, database management, and coordination of board and committee meetings. The Coordinator assists with event logistics, supervises programs and rentals, and helps oversee daily mansion operations including opening/closing procedures, facility monitoring, and coordination with maintenance vendors to ensure a safe and welcoming environment for visitors, staff, and volunteers.

Qualifications

- Bachelor's degree preferred (Associate degree considered with relevant experience)
- Strong organizational, administrative, and communication skills
- Excellent interpersonal and customer service abilities
- Comfort with public speaking, tours, and visitor engagement
- Proficiency in Microsoft Office (Word, Excel, Outlook) and other programs
- Interest in history, museums, or cultural institutions strongly preferred
- Ability to work Sundays and occasional evenings and serve as an after-hours alarm responder

Salary: \$65,000–\$70,000, commensurate with experience.

This position reports to the Senior Museum Administrator.

To Apply:

Please submit a resume and cover letter to [**info@lockwoodmathewsmansion.com**](mailto:info@lockwoodmathewsmansion.com)

The Lockwood-Mathews Mansion Museum is an equal opportunity employer.