

Public Programs Coordinator Mosby Heritage Area Association



Note: This position is being advertised starting **Friday December 9, 2016**, with all applications to be received no later than **Friday January 13, 2017**. Interviews for the position will begin in January. The successful applicant will be selected by the end of February and will begin work on **Monday April 3, 2017**.

POSITION DESCRIPTION FOR JOB ADVERTISEMENT:

The Mosby Heritage Area Association seeks a part-time staff person to assist in daily operations of MHAA based in Atoka, VA near Middleburg. This position will answer to both the Executive Director and the Director of Education. The Public Program Coordinator must display team player abilities and self-motivation. He/she must feel comfortable with public speaking, event planning and management, interact professionally, and be confident in managing students in classroom settings or in camps and field trips. This position will be divided between educational, administrative, and fundraising efforts.

QUALIFICATIONS:

1. Bachelor's degree in history, public history, historic preservation, parks and recreation, education, or other relevant field.
2. Possesses field experience relevant to the job description. This may include (but is not restricted to) working at an historic site or museum with youth and adult audiences, coordinating public programs/events, working with a historical or preservation organization, camp counseling, teaching, or working in other instructional settings.
3. Experience in special event/public programming planning, management, and set up.
4. Possesses demonstrable verbal communications skills including historical interpretation skills, story-telling, verbal presentation skills, or instruction skills.
5. Possesses demonstrable written communications skills including writing, research, computer skills, and social media skills. Must know Microsoft Suite programs. Knowledge of Squarespace and MailChimp is preferred.
6. Possesses energy, excitement, and the social skills needed for working successfully with other staff members, board members, students, volunteers, and the public.
7. Possesses solid American history knowledge. Knowledge of Northern Virginia regional history and Civil War history is preferred.
8. Has a sufficiently flexible schedule to work some evenings and weekends for MHAA's public programming with prior notice.

RESPONSIBILITIES:

1. Oversee the set up and organization of special events on the day of the event. Act as onsite coordinator and manager of event. Assist in any brainstorming and planning in advance (including purchase of events supplies, refreshments, etc.) for special events, with other staff and the Special Events Committee.
2. Assist the Director of Education with MHAA's educational initiatives, including interpretation of historic sites for public programs, doing period-long school programs, interpreting learning stations for school field trips, speaking to civic groups, and working with online and print publications.
3. Fulfill online store orders, maintain MHAA store merchandise, and handle office store sales.
4. Make an effort to take photographs of events, educational and fundraising, and of Heritage Area sites to generate newsletter and media-worthy pictures and to refresh our picture cache.
5. Coordinate volunteers, staff, and the stationery supplies for mass mailing several times per year.
6. Manage the distribution of brochures and event publicity to visitor bureaus and tourism sites throughout the Heritage Area.
7. Assist with general office management and other duties, as a team player.
8. Assist the Director of Education with social media, including website updates, e-newsletter layout, and *Mosby Chronicle* design.

SALARY:

Hourly rate of \$20/hour for 32 hours per week (annual salary of \$33,280).

BENEFITS:

- 2 weeks paid vacation (or 64 hours of paid vacation)
- paid federal holidays
- 4 days paid sick leave with additional sick days possible in emergencies if approved by the board

IF INTERESTED, NO LATER THAN JANUARY 13, 2017 SUBMIT:

1. Introductory cover letter
2. Resumé
3. At least three references with name, address, phone number, and e-mail of each

SEND TO:

ATTN: Public Programs Position Opening
Mosby Heritage Area Association, Inc. **OR** e-mail your letter, resumé, and references to:
Post Office Box 1497 jmoore@mosbyheritagearea.org
Middleburg, VA 20118

More information is available at (540) 687-6681 from **Jennifer Worcester Moore**, incoming Executive Director and current Director of Administration. Email: jmoore@mosbyheritagearea.org . Please visit our web site at www.mosbyheritagearea.org to learn more about the Mosby Heritage Area Association.