

Luxembourg American Cultural Society, Inc

Membership and Public Programs Coordinator Job Description

Reports To: Executive Director

Exempt / Full Time: Starting Salary; \$40,000 per year

General Summary:

The Luxembourg American Cultural Society (LACS) in Belgium, Wisconsin is seeking a full-time Membership & Public Programs Coordinator to work in the areas of membership, educational programming, and content building. The Membership and Public Programs Coordinator serves as the manager of most aspects relating to the LACS Membership program and is responsible for overseeing public virtual and in-person programs and educational initiatives.

Essential Job Functions:

Membership Management

- Processes and Manages memberships including thank you letters, membership cards in Past Perfect.
- Assists Members with questions and concerns regarding membership.
- Works with Executive Director on the development of Member's initiatives to build program.
- Coordinates monthly mailing of membership renewal notices.
- Assists with Annual Appeal and other fundraising solicitations.

Public Programming Management

- Assists Board Committees in developing virtual, educational, and in-person programs.
- Coordinate's and develops school and other group visits.
- Develops themed public programs and activities associated with exhibits, Luxembourg Fest, special events, and museum visits.
- Work with staff team on the management and development of Luxembourg Fest activities.
- Manages volunteer program.

Writing and Content Building

- Website content development such as Members Only content and virtual exhibits.
- Develop content to be used in Newsletters, Eblasts, social media posts, exhibits, events, and solicitations.
- Manage social media profiles with staff.

Additional Museum Support Duties

- Offers front-line hospitality and customer service to members, guests, visitors, and callers.
- Purchases supplies/postage for office and building.
- Assists with special events as needed, set-up, processes RSVPs, registrations, contracts.
- Assists Executive Director as needed with accounting duties to maintain auditor's safe practices.
- Travel to Luxembourg as Tour Lead for the Discover Luxembourg Tours organized by the LACS.

Desired Qualifications:

- Graduate Level Education or equivalent in Public History, Museum Studies, History, or related fields.
- Experience planning, managing, and overseeing multiple projects, and meeting deadlines.

- Familiar with museum best practices, PastPerfect Management Software experience is a plus.
- Detail-oriented, able to learn new skills quickly with training and guidance.
- Ability to work independently, and with other staff members in a small office environment.
- Ability to use stairs and carry up to 25lbs.
- Computer literate, with basic proficiency in Microsoft Office programs.
- Familiarity with managing social media campaigns.
- Demonstrated flexibility, creativity, and sound judgment in the workplace.
- Demonstrated ability to work both independently and collaboratively and maintain positive working relationships.
- Effective written and verbal communication skills with colleagues, patrons, and in public speaking.

SCHEDULE:

Schedule is flexible depending on the needs of events/programs and public open hours. The schedule is usually Mon-Fri., 9 a.m. to 5 p.m. The LACS is open to the public from 10am to 4pm Wednesdays through Fridays and the first Saturday of the month. Additionally, the LACS is open every Saturday from 10am to 4pm in the summer months (May-August).

BENEFITS:

Paid Time Off, IRA matching contribution, Health Insurance.

Deadline: Until position is filled.

Send resume and cover letter to Executive Director, Patricia Lutz, plutz@lacs.lu.

For more information about the Luxembourg American Cultural Society and Center, please visit www.lacs.lu.