

HOLLAND LAND OFFICE MUSEUM
DEVELOPMENT & MARKETING COORDINATOR
IN HOUSE POSITION

The Holland Land Office Museum established in 1894, is a non-profit 501 C (3) educational organization committed to preserving, interpreting and promoting the history and culture of Genesee County and Western New York. “ Making History Happen!”

This job description is a summary of the duties and requirements that are essential to the evaluation of the position. It is not intended to be complete in detail. Individuals are expected to perform all the details involved and may be required when needed to perform other functions to a higher or lower level not included in this description.

Job Title: Development & Marketing Coordinator

Location: Holland Land Office Museum, 131 West Main Street, Batavia, NY 14020

Job Type: Part-time

Hours: 15-20 hours per week: Tuesday – Friday (Saturdays & evenings when required.)

Pay Type: Hourly – Rate: \$13.00 per hour / Includes financial incentives.

JOB SUMMARY:

The Development & Marketing Coordinator is responsible to provide specialized skills to the HLOM and works directly with the Museum Director. He/she is also responsible for the maintaining contact with, providing information and assistance to the Board of Directors and standing committees (Marketing, Collections...) to insure that the HLOM mission and strategic plan are being adhered to.

Development & Marketing Responsibilities:

- New memberships, donors, sponsorships and fundraising efforts.
- Advertising / promotions, marketing materials.
- Museum programs, exhibits, tours, events & book store.

EDUCATION AND EXPERIENCE:

- Degree in Marketing or Media/Communications, or 3 years experience.
- Computer & internet skills and proficient with Microsoft Office, & Photoshop.
- Social Media (Website-WordPress, Facebook, Twitter, etc.)

SKILLS REQUIRED:

- Experience working with the public, businesses and other organizations
- Excellent verbal and written communication skills
- Exceptional planning and organizational skills
- Have a valid NYS driver’s license and reliable transportation