



### **Public Programs Coordinator**

Status: Regular, Exempt – Professional

Direct Supervisor: Executive Director

Supervises: Volunteers and Interns

The History Center of Olmsted County is looking for a Public Programs Coordinator to develop, plan, and implement an exciting calendar of activities at the History Center, like the social media sensation Creepy Doll Contest, educational and social programs, and online platforms for a variety of seminars and webinars. The successful candidate will work with staff, board members, and volunteers to generate earned income and community awareness through events and community outreach. Creativity, initiative, organizational skills, and tenacity are a must to be successful in this position.

The Public Programs Coordinator will report to the executive director but must work collaboratively and collegially with all staff, as well as volunteers and board members. Strong communication skills are needed to ensure alignment across the organization.

The Public Programs Coordinator will develop, sequence, and manage the pre-event timeline, coordinate the involvement of volunteers, and oversee event execution. Post-event, this individual will be responsible for evaluating the event quality and return on investment, where appropriate, and producing a financial analysis of the event.

Specific responsibilities include the following:

#### **Event Development and Administration:**

- Working with other staff and board members, and from the History Center's strategic plan, to annually develop a calendar of events for the upcoming year.
- Organize and participate in committee meetings, strategy sessions and specific tasks related to successful community outreach and event implementation.
- Logistically prepare for each event or program, including but not limited to event staging, entertainment, speakers, venue, and refreshments. This includes assigning roles and tasks for staff and volunteers.
- Manage and oversee events on the day of, including problem solving, welcoming guests, directing event set up, communicating with and managing event volunteers and staff, organizing vendors and managing take-down.
- Ensure evaluation of event activities and identify opportunities to improve results.
- Assist in creation of sponsorship proposals and marketing materials.
- Manage relationships with event vendors.

#### **Financial Management:**

- Develop financial goals for each event and a corresponding plan to meet these events.
- Manage expenditures in a manner that maximizes both event quality and financial return-on-investment.
- Work with accountant to issue invoices and collect payments in a timely fashion, focusing on donor/sponsorship stewardship.
- Work with accountant to create comprehensive financial reports regarding profitability of events.

**Volunteer Management:**

- Coordinate, support, and train event volunteers.
- Lead other staff in developing, coordinating, and implementing volunteer recognition events.

**Qualifications:**

- Bachelor's degree in theatre arts, history, education or related liberal arts major.
- Highly energetic and positive individual with excellent attention to detail and follow-through; ability to work under pressure, meet deadlines, achieve goals, prioritize and manage multiple tasks, and work within a budget.
- Ability to positively engage and collaborate with diverse audiences.
- Team player who is self-motivated and enthusiastic and willing to generate new ideas and strategies that help build a compelling, profitable events and programs.
- Creative thinker who brings new ideas and fresh perspectives; and meets challenges with innovation and resourcefulness.
- Proficiency in digital engagement.
- Excellent oral and written communication skills.
- Proficiency in Microsoft Office suite and database management.
- Must have transportation, including a valid driver's license and car insurance.
- Ability to work evenings and weekends.

**Compensation:**

The Public Programs Coordinator is a fulltime position. Compensation is \$36,635.04 with health, dental, and vision benefits.

**How to apply:**

Please email a cover letter, resume, and writing sample to [services@olmstedhistory.com](mailto:services@olmstedhistory.com).

EEO/AA Employer

The Olmsted County Historical Society, dba History Center of Olmsted County, is located in Rochester, Minnesota. It was founded in 1926 and is governed by a board of directors. Each year, together with our enthusiastic volunteers, we provide presentations, educational and outreach programs, special events, museum exhibits, and archival research services. We currently own and operate two historic buildings and two historic farmsteads on 54 acres, in addition to operating seasonal tours of Mayowood Mansion.