Job Description
Community Outreach & Rentals Coordinator

Classification: Exempt
Reports to: Director of Community Education & Engagement
Hours: Thursday – Saturday, 9:30am – 5pm. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week before, during, and after Repair Days, which is held annually in the fall.

Description of the Museum and Its Mission

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

The Metal Museum Education & Engagement Department supports the mission by providing tours, demonstrations, hands-on activities, classes, workshops, and community outreach.

Purpose

The Community Outreach & Rentals Coordinator will develop, implement, maintain, and help market public outreach programs (both on and off site) that engage the Museum in its local, regional, and national communities, and oversee the Museum’s event rentals program. This position requires collaboration with all members of the Metal Museum staff to create and implement programming that appeals to and engages with visitors, as well as the creation of opportunities to grow the Museum’s visitor and client base.

Essential Functions and Responsibilities

Community Engagement and Outreach

- Oversee existing and develop new Public Outreach Events/Programs such as Whet Thursday and Holiday Open House. This includes idea development, creating a budget, scheduling staff and volunteers, securing vendors/rentals needed, overseeing and helping with set-up and clean-up, submitting payment requests, invoices, and/or receipts to the Director of Community Education & Engagement.
- Seek out and create partnerships with community organizations to help grow awareness and engagement with the Museum.
- Schedule the M4 for offsite community engagement events and for paid demonstration opportunities. This includes being the primary point of contact for M4 scheduled events, providing cost estimates and proposals for paid opportunities, scheduling staff and volunteers needed, and helping prepare, load, and unload the M4 before and after events.
- Collaborate with other educational staff on hands-on activities and demonstrations for outreach events.
- Schedule volunteers for outreach events, both on and off site.
• Promote the Museum, classes, workshops, and volunteer opportunities at fairs, cultural and community events, and training seminars.
• Develop team-building programs and work to identify corporations and organizations to promote them to.
• Create and implement data tracking measures for outreach events.
• Collaborate with Marketing Department on the creation and distribution of marketing materials.
• Collaborate with Development Department on sponsorships and grant opportunities.
• Assist with tours, hands-on activities, and other Education & Engagement Department activities and events as needed.

Events and Rentals
• Promote and schedule all Metal Museum facilities rentals.
• Answer phone calls, emails, and conduct site visits with prospective rentals clients, communicating Museum guidelines for utilizing event space and advising on services available from independent contractors necessary for events.
• Prepare event checklists to coordinate supportive services required by clients before and after events.
• Maintain accurate, organized, and confidential records of contracts, payments, and client information.
• Assure the safety of visitors, staff, works of art, and facilities by following and enforcing all operational policies and procedures in the planning and execution of events.
• Serve as Museum’s primary representative for events and assign other staff to be present during events.
• Serve as Museum liaison to rental partner, Mahaffey Event & Tent Rentals, and as primary point of contact for Museum preferred and prospective vendors.
• Administer contracts with contractual service providers and, as necessary, represent the Museum in resolving problems encountered by clients.
• Develop strategies to increase event volume, as well as event revenue, by participating in budget forecasting and marketing.

Other Responsibilities
• Maintain communication with Director of Community Education & Engagement.
• Respond to change productively.
• Perform other duties as assigned, which may include but are not limited to working the front desk and Museum Store, cleaning, and attending special events.

Qualifications

| Education: | Bachelor’s degree from accredited college or university preferred. |
| Experience: | Minimum of 2-3 years professional work experience in program coordination, arts administration, teaching, and/or event planning. Experience in a not-for-profit environment preferred. |

Compensation and Benefits
Starting salary range is $36,000 – $40,000. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

**To Apply**

Please send a cover letter, resume, and three references to Lori Gipson, Director of Community Education & Engagement, at lori@metalmuseum.org. No phone calls, please.

The Metal Museum is an equal employment opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.