

## **Communications Coordinator Position Available**

The Museum of Early Trades & Crafts (METC) is a New Jersey history museum located in Madison NJ. We are currently seeking a Communications Coordinator to join our professional team at METC. This entry-level position will work closely with staff and is responsible for executing the communication, marketing and press initiatives for the Museum of Early Trades & Crafts and for ensuring that METC's brand is presented consistently and effectively. The candidate must have proven experience using a variety of social media platforms to promote current activities, events or an organization. This is a full time position, but we may be flexible with days/hours. METC offer a benefits package and the salary range \$29-31K based on experience.

### **Duties:**

- Coordinate all communications activities including maintaining the Constant Contact database, placing advertising, promoting events and programs.
- Serve as point-of-contact for press; including coordinating press events and responding to press inquiries, requests for interviews, and filming.
- Maintain and update engagement platforms including the website, official social media accounts and online event calendars.
- Promote exhibits, events and programs through mailings, written and e-based communications and effective marketing
- Coordinate Museum-Community events and Community Relations projects, including concerts, fundraisers, and exhibit related events.
- Facilitate the creation, design and distribution of print and digital communications including the newsletter, invitations, and brochures.
- Support colleagues by providing back-up assistance, as needed with specific focus in areas related to membership, fundraising, and patron relations.
- Other occasional duties as required.

### **Job Requirements:**

Bachelor's degree in Business, Journalism, Communications, Public Relations, English, or related field. One to two years experience working with a cultural institution or a non-profit.

### **Knowledge and Skills:**

Experience coordinating related projects, such as communications plans.

Fully versed in all aspects of social media.

Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion.

Adaptable and flexible in a dynamic work environment with the ability to collaborate with colleagues and staff to achieve results.

Knowledge of Microsoft Office and Adobe Creative Suite, WordPress and Constant Contact, required. Familiarity with other software including CRMs a plus.

### **Equal Opportunity Employer:**

The Museum of Early Trades & Crafts is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, religion, national origin, disability, sexual orientation, or any other reason.

### **How to Apply:**

Interested candidates may apply by sending a cover letter, resume, qualifications and references to: [info@metc.org](mailto:info@metc.org) with "Communications Coordinator 2018" in the subject field. Only qualified candidates will be considered. The position is available immediately.