

The German American Heritage Center & Museum in Davenport seeks a museum coordinator to support the goals and mission of the Center by performing duties including, but not limited to, providing administrative support, assisting volunteers, coordination of facilities, and working on special projects.

Title: Museum Coordinator

Reports to: Executive Director

Status: Full-time (\$12 per hour, 35+ hours per week)

#### Key Responsibilities & Duties:

- Coordinate docents and volunteers
- Update donor software & memberships
- Schedule and organize meetings, facility rentals, and tours
- Event registration and ticket sales
- Assist with donations to collection
- Answering and directing phone calls
- Sort and distribute mail
- Maintain and update filing system for staff
- Prepare and send mailings, including Infoblatt newsletter
- Assist in daily upkeep of facilities (coordinating with repair companies, etc.)
- Keep inventory and order office supplies
- Assist the Executive Director on projects related to Board activities
- Assist with other projects as needed

#### Minimum Qualifications:

- A four-year college degree
- A commitment to the mission of the Heritage Center

#### Knowledge, Skills and Abilities:

- Knowledge of office administration practices and procedures
- Demonstrated principles and practices of sound business communication
- Capacity to use correct English, including spelling, grammar and punctuation and have the ability to compose correspondence from brief instructions
- Excellent organizational skills
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Keen attention to detail
- Experience managing databases
- Experience with website management, Wordpress experience a plus
- Social media savvy
- Ability to maintain a high level of confidentiality
- Ability to understand and follow written and oral instructions

- Capacity to exercise sound independent judgment within areas of responsibility
- A positive, personable demeanor; able to relate well with diverse populations/age groups
- A high level of proficiency with Microsoft Office, especially MS Word, Excel and PowerPoint
- Proficiency with Canva design software, Eventbrite, and Constant Contact
- Capacity to lift at least 20 pounds
- A valid driver's license
- Some knowledge of budgeting, record keeping, filing and purchasing practices
- The ability to work every other weekend and some evenings as requested and required.

To apply, send cover letter, resume, and three references to: Kelly Lao, Executive director at [kelly.lao@gahc.org](mailto:kelly.lao@gahc.org).

Position is available immediately. Resumes will be accepted until March 1, 2019.