

Ligonier Valley Historical Society

Program and Communication Support Coordinator - detailed job description

Year-round: hourly 40 hours per week, reports to LVHS Executive Director

LVHS is looking for an ambitious, detail-oriented, outgoing, and energetic person to fill its Program and Communication Support Coordinator position. This person will serve as an informed, friendly ambassador for Ligonier Valley Historical Society and Compass Inn Museum. The successful candidate must have an excellent work ethic and a positive attitude. The successful candidate must receive satisfactory results from child abuse and criminal background checks. **To apply, email a formal cover letter and resume that includes names and contact information for three references to lvhistory@compassinn.com. Please list Program & Communication in the subject line.**

Program Responsibilities:

- Facilitating 60-minute tours of Compass Inn Museum Historic House Museum and outbuildings for walk-in visitors.
- Scheduling, organizing, and managing daylong school field trips with multiple activities for school students at Compass Inn Museum and summer day camp.
- Researching, developing, implementing, and evaluating historically accurate, dynamic, and engaging activities and programs for both youth and adults.
- Responding to different groups of visitors (adults, school-age children, and families) by varying tour content and techniques.
- Providing a high level of customer service and seamless visitor experience for all visitors by welcoming the public and facilitating admission and gift shop sales.
- Scheduling and managing volunteer interpreters and other volunteers needed for the smooth operations of Compass Inn Museum experiences.
- Working in conjunction with other staff to maintain the cleanliness inside and out of all Compass Inn Museum buildings, The Museum Store, restrooms, Barnhart Room, and artifacts and equipment.
- Assisting with miscellaneous other duties when required.

Communication Responsibilities

- Creating compelling, captivating, and engaging messaging for social media platforms, Eventbrite, and Vertical Response E-newsletters using Canva, Adobe, and Linktree.
- Creating engaging and creative reels and videos for social media platforms.
- Creating program and event flyers.
- Documenting programs and events via videos and photographs
- Producing live social media posts to highlight programs and events.
- Writing and submitting engaging press releases to local media outlets in a responsible time frame.
- Updating external event calendars within the community.
- Maintaining and updating LVHS/Compass Inn Museum website.
- Submitting via the Executive Director written monthly Board of Directors reports on social media and the LVHS website analytics.
- Assisting with miscellaneous other duties when required.

Skills:

- Excellent organizational skills with a strong ability to manage time efficiently and multi-task.
- Excellent speaking skills; especially the ability to express themselves succinctly.
- Strong interpersonal skills - must be able to make each visitor feel welcome.
- Friendly attitude towards visitors and other staff members.
- Ability to stand for periods of up to 90 minutes and lift 25 pounds.
- Ability to work inside and outside in variable weather conditions.
- Proficient in Microsoft Office Suite - including Excel, Publisher, and PowerPoint or Mac equivalent.
- Excellent interpersonal as well as verbal and written communication skills.

Ability to:

- Work a flexible schedule that includes weekends and evenings during special programs and events throughout the year.
- Give tours daily dressed in period clothing.
- Work with other staff and volunteers.