

**Sandy Spring Museum**  
**Events & Program Coordinator**  
**Reports to Director of Special Events & Facility Rentals**

The Sandy Spring Museum is a private, independently operated museum located between Washington DC and Baltimore. The Museum is in an exciting period of growth – embarking on a new strategic vision, which opens up the interpretation of local history to the entire community. We are looking for a team member who has experience working in a community-focused organization, who brings energy, enthusiasm, and an entrepreneurial approach to his/her work, and who is creative, self-motivated, and has demonstrative leadership skills.

**Primary Responsibilities**

**Under the direction of the Director of Special Events & Facility Rentals, coordinate and manage part-time staff, interns, and volunteers.**

**ADMINISTRATION**

- Create monthly program and events, and staffing schedule for Museum Facilitators.
- Serve as the administrative liaison for programs, coordinating with the Executive Director and Folklife Specialist, or other staff as necessary.
- Serve as the administrative liaison for facility rental marketing, coordinating with the Marketing Director, and assisting in campaigns geared at marketing museum rentals.
- Bolster museum facility rentals' online presence through the maintenance of listings on third party facility rental sites.
- Schedule building tours and assist in facilitating museum rentals.
- Coordinate building maintenance requests with the Maintenance Coordinator.
- In a participatory fashion, lead and coordinate museum facilitators, interns, and volunteers to fulfill the primary responsibilities below:

**EVENTS & PROGRAMS**

**Serve as the main staff person during special events and programs, both during open hours and after hours.**

In addition to the above, serve as the main point of contact during event rentals.

Set up and break down tables and chairs as needed; must be able to lift 50 pounds.

Assist facility renters and program presenters as necessary with all requests.

Ensure that all rental and facility contract rules are adhered to.

Complete Event Rental Inspection form at the completion of the event.

**FACILITY**

**Maintain a safe and stable environment for public enjoyment.**

Unlock all doors through which the public enters at the beginning of shift.

Turn on lights in exhibit hall, gift shop, and other public areas as necessary.  
Ensure that all patrons, staff and resident artists are out of the building before leaving.  
Turn off all lights when leaving the building.  
Lock all doors and set alarm when leaving building if you are the last person on site.  
Respond to emergencies in the facility, such as fire, accidents, theft, and so on as necessary.

#### **CUSTOMER SERVICE**

**Serve as customer service representative during shift, and/or train others to do so.**

Greet patrons as they enter building.  
Track and record attendance.  
Receive admission fees or donations.  
Handle gift shop purchases.  
Answer questions and direct visitors in professional manner.  
Be aware of current and upcoming events in order to provide timely, accurate information about museum programming.  
Answer phone calls, take messages, and forward calls as necessary.

#### **OTHER**

**Work to enhance the overall mission of the museum by working collaboratively with staff and volunteers. Other duties as assigned.**

Assistant to the Director of Special Events and Facility Rentals must be at least 21 years old at the time of their application.

Dress is business casual.

This is a part-time position with up to 24 hours of work per week. Schedules are usually set one month in advance. Starting pay is \$17.50. Benefits include paid vacation and sick time, and an employee-paid health insurance plan. Payroll is processed once a month and all employees are required to have direct deposit. Maryland is an employment-at-will state.

**To apply, please send a cover letter detailing your qualifications related to this position, your resume and three current references in one PDF to [padownie@sandyspringmuseum.org](mailto:padownie@sandyspringmuseum.org)**