



Saturday Coordinator (temporary), American Independence Museum, Exeter, NH

The American Independence Museum seeks an outgoing and self-motivated Saturday Coordinator to oversee museum tour and gift shop operations on Saturdays during the 2019 season.

ABOUT THE MUSEUM

The American Independence Museum promotes awareness, increases understanding and celebrates the freedoms of American Independence so as to encourage and inspire civic engagement today.

Founded in 1991 with the strength and guidance of the Society of the Cincinnati in the State of New Hampshire, the Exeter community and the State of New Hampshire, the American Independence Museum celebrates the events that secured the freedom and independence that we as Americans continue to enjoy today.

Today, the Museum is in a unique position to serve residents, schoolchildren and visitors to New Hampshire and the region by making our history relevant and fun. In so doing, we aim to ignite a passion in our visitors to appreciate all those who fought for our freedom, continue to fight for our freedom, and to understand the importance of preserving those freedoms through community and civic engagement. This year, the museum is undergoing rehabilitation work on its historic Ladd-Gilman House and surrounding landscape.

POSITION SUMMARY

The Saturday Coordinator will be responsible for the oversight and on-site management of all Saturday museum operations including, but not limited to, managing volunteer guides, overseeing public tours and managing gift shop operations. Coordinator will open and close museum, restock gift shop, handle all tour admissions and gift shop sales, and oversee all tour operations to include self-guided, guided and group tours. The Saturday Coordinator may also be requested to assist with public programs and events that occur during regularly scheduled Saturday business hours.

Candidates must have a bachelor's degree, with preference for those with a Master's Degree in museum studies or history. Candidates must have 2 years experience working with volunteers. Square Point of Sale knowledge a plus. The successful candidate will enjoy working on a team, but will also be able to work independently. This temporary position is 8 hours per week (Saturdays only, 9 am - 5 pm) from May 1 through November 30, 2019 only. No benefits. Rate of pay is \$15/hour. Successful candidate must be able to commit to working Saturdays from May - November with few exceptions.

To apply, please send resume and cover letter to director@independencemuseum.org by April 20, 2019. Equal opportunity employer.