



TITLE: Program Coordinator
HOURS: Full-time; 40 - 45 hours per week, year-round (flexibility required, includes some holidays, weekends, and possible evenings)
SALARY: \$37,750; vacation days
SUPERVISOR: Executive Director

The **Program Coordinator** for the Society creates programming for all three Historical Society venues. This position will work directly under the Executive Director, Operations Manager, and in collaboration with museum Site Managers.

This position helps to facilitate the development of programming for all educational programs, including school field trips, birthday parties, day camps, outreach, and special event programs. Additionally, this position will assist with operations of the museums when necessary and will oversee daily operations at the Port of Ludington Maritime Museum with the help of an assistant site manager.

Core job responsibilities include (but are not limited to):

Programming

- Works closely with the Operations Manager and Site Managers to facilitate programming opportunities.
- Develop educational programming to reflect the MCHS mission.
- Develop and facilitate field trip/school programs and guided tours.
- Assist the Executive Director with group tours.
- Execute and oversee programming for adults, families, scouts, schools, and public audiences.
- Assist in the development of special events.
- Process and track school reservations.
- Maintain a solid volunteer base for assistance with events and programs.
- Assist with work related to the mission of the Society as needed.
- Assist with museum operations as needed.
- Update programming content on all websites.
- Find, write, and submit grants to fund projects.

Maritime Museum

- Oversees the daily operations of the Maritime Museum.
- Point of contact for all service contracts.
- Oversee seasonal staff; assisting with gift shop when needed.
- Maintains the Museum during the offseason.





Other Responsibilities: Support the Executive Director in fulfillment of the Society's mission to preserve and present the history of Mason County.

Qualifications:

- Experience in teaching formal or nonformal education.
- Excellent organization, oral, and written communication skills.
- Excellent judgment and critical thinking skills.
- Demonstrated ability to handle multiple projects in a fast-paced environment.
- Must be self-motivated and able to initiate projects and ideas.
- Ability to provide front-line customer service skills.
- Ability to work well in a team environment, take initiative, and problem solve.
- Proficiency in Microsoft Office programs required, specifically Word, Outlook, and Excel.
- Has a strong interest in learning the local history.

