

HISTORICAL SOCIETY OF CENTRAL FLORIDA

Application Deadline: Posting Opens: 08/29/2019

Posting Closes: 09/20/2019 (posting subject to close without prior notification)

Salary: \$ 15.38-\$17.54 per hour depending on education and experience

(\$32,000-\$36,500 annually) with benefit package (health insurance and PTO)

Location: Orange County Regional History Center, 65 East Central Blvd, Orlando, FL 32801

Position is Non Exempt

If interested, email Resume to Sharon.Early@ocfl.net

Job Description: Public Programming Coordinator

The Public Programming Coordinator works to research, plan and implement public programs at the Orange County Regional History Center and throughout the community through coordination between internal departments and external contractors and vendors. Coordination of activities for these programs includes facilitating ongoing daytime events in the museum, as well as event operations for unique daytime or evening programs. Additionally, the coordinator evaluates programs through facilitation of surveys and reporting on attendance and ticket sales.

Duties and Responsibilities

- Develop, implement and facilitate a variety of public programs and events at the History Center including but not limited to lunch and learns, Brechner speaker series, Highwaymen events, Sunscreens film series, and more
- Develop and facilitate a downtown historic walking tour program
- Work with internal departments to ensure accuracy of event calendar
- Coordinate all program logistics including but not limited to event set up, collateral needs, speaker/presenter coordination, A/V needs, registration/check-in, food and beverage, vendor, and volunteer needs
- Collaborate with various departments, community partners, and vendors to acquire all project information required for programs
- Create and facilitate surveys for programs and events and establish evaluation protocols for each program
- Act as liaison for members and program participants with questions, comments, or concerns about any of the programs
- Assist in short and long-term planning of museum-wide programs, themes, and events
- Attend weekday, evening, and weekend community outreach events
- Cultivate partnership opportunities with local/regional community organizations to maximize resources and enhance program offerings
- Provide museum-wide team support during events, festivals, and fundraisers

Required Knowledge, Skills, and Personal Qualifications

- Bachelor's degree or equivalent experience is required
- 1-2 years of experience with project coordination

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www.thehistorycenter.org

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- Strong communication skills, both written and verbal including the ability to speak to large groups
- Excellent time management skills to handle a variety of assignments simultaneously under a variety of deadlines and other constraints
- Must be outgoing, self-motivated, and enjoy working with the public
- Natural problem solving ability
- Ability to speak Spanish preferred

Further, the Public Programming Coordinator works with all other team members to accomplish department goals and objectives set for the year including all related reports and funding records.

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned in the course of activities as required to fulfill the directives of the development and strategic plan or as designated by executive staff.

*Final Candidates must pass a level 2 background check, must be able to live and work in the United States (eVerify – through Homeland Security) and also will be required to pass a drug test.