

Marketing, Membership, and Events Assistant

Part-time position, 15 hours/week with flexible schedule, occasional evening and weekend hours required, \$15/hour

Position Summary

Assists the director in all aspects of museum management, especially:

- Marketing and Public Relations
- Membership and Visitor Services
- Program and Event Administration

This position oversees the Society's membership program and serves as a liaison with its members. This includes oversight of the membership database, administration of member benefits, and responsibility for member retention, stewardship, and program expansion. He/she also communicates all programs, exhibits, and events to visitors, members, media, and the community and assists with project management, general administration, and events. The part-time position reports to the director and interfaces with other staff members, trustees and volunteers.

Responsibilities include, but are not limited to:

- Maintaining general calendar of events, programs, exhibits and meetings
- Preparing records such as agenda, notices and minutes for committee and trustee meetings
- Overseeing and updating PastPerfect membership database and assisting with the expansion of membership program
- Preparing all membership mailings, including renewals and monthly coming events flyers
- Interacting with and assisting visitors with membership inquiries, research, and photo requests
- Creating and distributing media releases for exhibits, programs, and events, and following-up to ensure inclusion in media outlets
- Updating and maintaining calendar of events on NHS website
- Managing social media accounts
- Providing general project management and administrative support

Qualifications

- Possession of a bachelor's degree, preferably in marketing, communications, public relations, event management, or a related field, or two years related experience, or an equivalent combination of education and experience
- Familiarity with PastPerfect or similar donor database, or the ability to rapidly learn and use new software
- Experience with email marketing systems (e.g. MailChimp, Constant Contact) and social media
- Strong project management skills with the ability to juggle various projects and deadlines
- Proven ability to work independently, take initiative, anticipate challenges, solve problems, and work under pressure
- Excellent verbal and written communication, as well as interpersonal and relationship building skills with ability to communicate effectively, courteously, and tactfully with the public, media, volunteers, and Museum staff
- Availability on occasional evenings and weekends as needed

About the Northport Historical Society

The mission of the Northport Historical Society is to preserve and promote pride in the heritage of Northport and its surrounding communities of Asharoken, Crab Meadow, East Northport, Eaton's Neck, and Fort Salonga. We are entrusted with discovering, collecting and interpreting the historic objects, documents, photographs and other material that will continue to inform our lives and posterity.

We maintain a museum and research library in a landmark building where artifacts associated with the area's history are curated and displayed. We seek to illuminate our legacy through educational programs, exhibits and social activities. We work with others to maintain the character of the Northport area through supporting efforts to preserve historic structures and spaces.

How to Apply

Interested applicants should submit a cover letter and resume by email to:
nhsdirector@northporthistorical.org

Subject line: Marketing, Membership, and Events Assistant

NO PHONE CALLS. Only those candidates selected for an interview will be contacted. Application period will end March 30