



## Visitor Services Coordinator

The Laurel Historical Society is seeking an individual to assist with managing the open hours at the Laurel Museum and facilitating visitor experiences on-site and online. This position requires the ability of the Coordinator to staff our open hours, Friday through Sunday, 12-4 pm, for a total of 15 hours per week. In addition to this core function, the Coordinator would be responsible for creating fliers and marketing materials, and taking the lead on social media posts, for up to an additional 15 hours per week as needed. Part of these administrative duties can be done remotely.

This entry-level position is ideal for an emerging museum professional, part-time student, retiree, or someone seeking part-time employment in a small museum environment. Spanish language skills are a bonus, in addition to an interest in education.

The primary responsibilities of this position include:

### Visitor Services:

- responsible for the opening and closing of the Laurel Museum (using both key and security codes)
- coverage of the front desk and Museum Shop during the open hours
- serve as the point of contact (assess, communicate, and monitor) for the Museum during open hours (Friday-Sunday, 12-4 pm) when other staff is off-site.
- actively greet and orient visitors to the exhibit, the Museum's history, and/or Laurel's history
- promote the Laurel Historical Society (our programs, events, and volunteer opportunities, etc.) with visitors
- conduct shop sales using Square and handle cash, credit cards, and checks (and associated paperwork)
- maintain the daily general tidiness of the exhibit, museum shop, and public spaces
- work with staff and volunteers to maintain volunteer schedules and training opportunities
- use Microsoft apps and online tools to create and monitor fliers and social media posts
- post event information to various calendar listings

### Administrative Duties:

- monitor phone messages and emails
- support event registration and off-site events (local) as needed
- Other duties as assigned by Executive Director

The Laurel Historical Society is a small community museum and archives with a strong volunteer corps and active Board of Directors dedicated to preserving and interpreting the history and cultural heritage of Laurel, Maryland.

The position reports directly to the Executive Director. This position requires the ability to walk up and down two flights of "historic" winder steps and lift up to 15lbs.

The pay for this position is between \$15-17 per hour. To be considered, please email a cover letter and resume to [resumes@laurelhistoricalsociety.org](mailto:resumes@laurelhistoricalsociety.org). This position will be filled as soon as possible. The deadline to apply is January 20, 2023.