

(Job Description)

ALEX HALEY HOUSE MUSEUM AND INTERPRETIVE CENTER

Program Coordinator

(30-36 Hours Weekly)

The Alex Haley House Museum and Interpretive Center, a Tennessee Historical Commission site in Henning, Tennessee, invites applications for the position of **Program Coordinator**. The Program Coordinator will be responsible for program development, implementation, and coordination for the organization.

Qualifications:

- Associate degree and/or minimum 1-2 years' experience working in community, educational or museum programing setting required; bachelor's degree preferred.
- Education and community awareness; excellent communication skills; knowledge of local and regional history, and the museum's place in community history.
- Strong communication skills, interpersonal and organizational skills, and demonstrated experience working independently (examples of project coordination; presentations and reports).
- Good verbal and written communication skills.
- Flexible schedule including weekends and/or occasional nights required.
- Ability to communicate audibly and clearly in an informal classroom or gallery setting and the ability to keep group focused and engaged.
- Experience with developing and facilitating programs for audiences of all ages preferred.
- Ability to prioritize and work in a timely and efficient manner.
- Adapt and quickly respond to changes in the workplace.
- Participate effectively in teams with special attention to communication, budget, deadlines, and priorities.
- Familiarity with Word, Excel, PowerPoint, and other computer software programs.
- Maintain financial records consistent with museum policies and procedures.
- Assist with tourists as needed.
- Other duties as assigned.
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Salary: According to salary guidelines established by the Alex Haley Board of Directors.

Application Deadline: Friday, June 15, 2024

Alex Haley Museum Interpretive Center * 535 Haley Street * Henning, TN 38041
PH: 731.738.2240 FAX: 731.738.2585 EMAIL: accountclerk@alexhaleymuseum.org