

MUSEUM & COMMUNICATIONS ASSISTANT (MCA)

Position Description: The GWBHS MCA partners with the Greater West Bloomfield Historical Society's volunteer board of directors, at the direction of the President, to create and deliver various services: communications, archive entry work with PastPerfect at the Museum, programs with leadership at Apple Island Tours two-day event, and recruit volunteers. The independent contractor is paid \$20 per hour, approximately 40 hours monthly. The position may expand as funding is available.

Duties and responsibilities include

1. Communications

- a. Engage members: email blasts, social networking platforms, format newsletters, ensure scheduled, mailed materials go out on time, maintain materials, website, youtube.com
- b. Engage community: media, newspaper ads

2. Museum: Archive data entry, backup computer, maintain technology functionality, phone messages weekly

3. Program Activities

- a. Tasks: format program calendar, handle presentations, report attendance, take reservations
- b. Lead the two day Annual Apple Island Tours, 10-5 pm second weekend in June, with weekday set up & take down
 - i. April: Handle logistics
 - ii. May: Recruit volunteers
 - iii. June: Pack for event, confirm volunteers, prep materials, and lead before, during and after

3. Volunteers: recruit, see that a volunteer is in place for activities

4. Other duties/possibilities: meet monthly with the President

5. Qualities needed, be familiar with or willing to learn a wide array of communication methods.

6. Applicant Questions. To help us know you better please answer the following questions in less than 150-200 words in your email:

- a. Your name, address, email and phone.
- b. How comfortable are you with being self directed?
- c. How comfortable are you with routine office work, working from a task list?
- d. What are your our abilities with technology, and Google Drive, Google Photos, Trello, and learning new technology.
- e. What skills do you have leading social events?
- f. List your top three strengths

7. Timeline

Oct 16, application submission deadline to contact@gwbhs.org

Saturday, October 22, 10-noon, applicants, who look to fit our needs, 30 minutes interviews

November 1 begin work with a meeting during this week, orientation.

Board approved, 9.7.22. Postion version. A task description version will be used in applicants interviews.



ORCHARD LAKE MUSEUM • 3951 Orchard Lake Road • Orchard Lake, MI 48323 • 248.757.2451

Open House every second Sunday of the month • 1-4 p.m. Research opportunities by appointment.

Greater West Bloomfield Historical Society is a 501(c)(3) nonprofit organization.

WWW.GWBHS.ORG

