



Exhibits, Programs & Community Engagement Specialist

Do you have a background in Public Humanities, Public History, American Studies, Public Folklore or Applied Anthropology? Do you have practical experience with public programming, exhibit development, and museum education? How about familiarity with the fishing industry (or another occupational group), labor history, and/or the history of immigration?

New Bedford Fishing Heritage Center is looking for an enthusiastic, creative, and flexible individual to help develop exhibits, public programs and special events. We are a small, relatively new museum dedicated to telling the story of the commercial fishing industry's past, present, and future through exhibits, programs, and archives.

Over the next 18 months, the Center will be developing two temporary exhibits exploring traditional arts and cultural heritage and re-vamping its permanent exhibit, integrating significant digital media elements and new themes of labor and immigration history. We anticipate that 60% of this position will be focused on developing these exhibits. The other 40% will focus on coordinating logistics and publicity for events and programs.

Responsibilities:

Assist with the development and implementation of exhibits:

- Help coordinate a team of scholars, designers, staff, and community members
- Assist with writing and revising exhibit text and sourcing objects, images, film, and audio
- Work with local teachers to develop curriculum materials and school program activities, including role playing cards related to exhibit content
- Work with the Operations Manager to develop and implement workshops and a training manual for volunteer docents
- Assist in developing a range of evaluative tools and methods to document and evaluate visitor engagement and suggest modifications to school programs and interactives based on observation and visitor feedback

Coordinate logistics and publicity for a wide variety of public programs and special events:

- Engage and confirm speakers, exhibitors, and/or performers
- Coordinate production needs for each event including vendor negotiations
- Manage program/event ticketing on Brown Paper Tickets
- Oversee day of event logistics as needed
- Review any invoices related to event prior to payment
- Post-event review and follow up as appropriate
- Draft monthly e-newsletter and occasional e-news blasts using Mailchimp
- Assist with production of Mug Up, bi-annual hard copy newsletter
- Prepare and send press releases using Mail Chimp
- Coordinate production of publicity flyers with graphic designer and printer
- Staff programs and events as needed and work with Operations Manager to ensure adequate volunteer coverage
- Other duties as assigned

Qualifications:

- Facility with Microsoft Office (Word and Excel) and social media platforms such as *Facebook* and *Instagram* as well as experience with or willingness to learn Mail Chimp, Word Press, and Brown Paper Tickets
- Excellent writing and communication skills, including a willingness to speak in front of small groups of adults and/or children
- Must be comfortable working in a small office environment with minimal privacy
- Must be able to multitask and prioritize in a dynamic work environment
- BA in related field required; MA preferred
- Experience working in a museum or other non-profit or public sector setting preferred
- Familiarity with or family connection to the fishing industry a plus

Because we are a small office with an active schedule of programs and educational activities, multiple volunteers, and a strong connection to the fishing community, it is important for our staff to be willing to undertake a wide range of tasks, sometimes on weekends or evenings. This requires effective time management and self-reliance but with a collaborative bent, and big-picture thinking with a keen eye for detail.

Supervision:

The position will report directly to the Center's Executive Director. Because this is an entry-level position, the Center's existing staff would necessarily be involved when decisions or differences of opinion arise.

Terms:

This is a full-time exempt position with a salary range of \$30,000-\$35,000 commensurate with experience.

To apply, send

- Cover Letter
- Resume
- Writing sample
- Three references

to Laura Orleans, Executive Director: director@fishingheritagecenter.org

Position is open until filled.