

Position: Experience & Engagement Coordinator

Reports to: Executive Director

Location: El Dorado, KS

Hours: Full Time

Salary: \$11.00-13.00 / hour starting



Coutts Museum of Art

110 N. Main

El Dorado, KS 67042

www.couttsmuseum.org

316-321-1212

About Coutts Museum of Art

The Coutts Museum of Art supports art, artists, and art education in our community, our region, and to its visitors. We are a growing non-profit that not only displays art, but works to teach new artists of any age and supports already active artists.

Overview of the Role

Our Experience & Engagement Coordinator (E&E Coordinator) will be a visitor's first point of contact (and thus the first impression) of the Museum. Working with the Executive Director, the E&E Coordinator will provide positive, engaging, and visitor-focused experiences to Museum visitors and members, both in-person and on our digital platforms, in addition to maintaining relevant databases.

Who you are

- **Person-centered** – You are a people person skilled at building relationships with others. You know how to excite people about our mission, and understand that people are the core of who we are. You place a premium on customer service, and you are a dependable team player and enjoy working collaboratively towards a common goal.
- **Organized and efficient** – You know how to manage multiple priorities with impeccable time management. You communicate clearly and precisely.
- **Detail oriented** – You are aware that paying attention to small details can have a huge impact on the organization and you take steps to make sure your work is through and complete.
- **Flexible** – You are able to shift gears and reprioritize tasks as you work as part of a small, close-knit team. You are able to work weekends and some evenings.
- **Creative** – You think outside the box and think of what others wouldn't.
- **Collaborative** – You understand that the best way to meet and exceed goals is through outstanding teamwork.
- **Passionate** – You love and are experienced working in a non-profit environment, preferably museums.

- **Fun** – We take our work seriously, but that doesn't mean we don't have fun. We know how to have a good time and you should too!

What you'll do

- Greet Museum visitors and callers enthusiastically and professionally, providing information about the Museum and its services
- Respond to written inquiries from our constituents via our digital platforms (website, email, social media, etc.)
- Work with the director to create engaging content to reach our potential and existing visitors via social media, print, and other types of outreach
- Work with the director to ensure that Museum members are fully engaged
- Manage our member tracking system to assist existing members in renewing their memberships in addition to encouraging new memberships
- Work with the director and other staff and volunteers to ensure a positive experience for all stakeholders

Benefits

- Generous Paid Time Off
- Flexible schedule
- Fun office environment and passionate team
- Meaningful work at an arts organization
- The Coutts Museum of Art is an equal opportunity employer

You're application

Please submit an email requesting the opportunity to apply. Submit the request to: yrj@couttsmuseum.org

Your email should include the following and **NOTHING** more:

- Subject: Experience & Engagement Coordinator
- Your best contact phone number
- The best time(s) to call
- In less than 400 words, answer the following:

We all need 'jobs' to sustain the basic needs in our lives. Tell us how taking this job would help you achieve a specific goal and why you want to be our next Experience & Engagement Coordinator.

Please do not include any information that would identify your gender, race, age, or any other self-identifying information. For example, you can say "I want to be able to provide ___ for my kids, but do not say "I want to be the best mom (or dad) I can".

- Do not attach your resume, or contact the office for more information
- Once received, an invitation may be extended to submit your resume or CV.