

## Job Description: Community Engagement and Marketing Coordinator

Owensboro Area Museum of Science and History

### Position Summary:

The Community Engagement and Marketing Coordinator plays a pivotal role in the Owensboro Area Museum of Science and History by overseeing social media platforms and event promotion. Reporting to the Executive Director, this part-time/contractual position ensures an engaging experience for visitors.

This is a part-time/contract position with a salary range of \$14,000–\$15,000. Could become a full-time position. The primary responsibilities include:

- Acting as the primary spokesperson for the museum, fostering relationships with media, community partners, and stakeholders.
- Developing and implementing marketing strategies to promote exhibitions, educational programs, and special events to increase attendance and membership.
- Managing the museum's social media presence on platforms such as Facebook, Instagram, and Tik Tok to enhance engagement and outreach.
- Building and strengthening partnerships with schools, local organizations, and businesses to expand the museum's reach and impact.

### Preferred Qualifications:

- High school diploma or GED required; associate's degree preferred.
- Experience in education, public relations, marketing, or community outreach (background in anthropology or archaeology is a plus!).
- Strong communication and networking skills with the ability to engage diverse audiences.
- Experience in event planning, social media management, or public speaking is a bonus.

### Application Process:

Interested candidates are invited to submit a cover letter, resume, and a list of three professional references to [igsettle@owensboromuseum.org](mailto:igsettle@owensboromuseum.org) Applications will be reviewed on a rolling basis until the position is filled. Must be able pass a background check.