



Bainbridge Island Historical Museum

Job title: Visitor Experience Coordinator

Summary

The Visitor Experience Coordinator spearheads the development, implementation, and evaluation of a dynamic and welcoming visitor experience. The Coordinator recruits, trains, and coordinates museum volunteers and docents and manages other aspects of the visitor experience including the gift shop and lobby.

The Visitor Experience Coordinator is a 20 hour/week position. Rate of pay is \$16/hour.

Essential Duties

- Manage the Museum while open **every** Saturday & Sunday 9:30 – 4:30pm
- Develop, coordinate, and evaluate all aspects of the docent and volunteer program
- Supervise, recruit, train, and schedule docents
- Implement museum docent and visitor experience best practices
- Manage Museum gift shop and lobby
- Collaborate with staff to maintain research library and facilities
- Perform general office responsibilities such as answering phones

Qualifications

- Experience working with museum docents
- Knowledge of and passion for inquiry-based learning, museum learning, and historical thinking
- Resourceful. Independent. Self-motivated.
- A lifelong learner with a demonstrated capacity to seek out, develop, and implement new ideas

- A confident and highly capable writer and oral communicator

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To apply for this position, please send a resume and letter of interest to Merilee Mostov, Director of Exhibits & Engagement at merilee@bainbridgehistory.org. by **Friday, December 11, 2020.**