



## Assistant Director

**The Moravian Historical Society (MHS)** seeks an experienced nonprofit professional to help advance its mission in creative and impactful ways. The Assistant Director is responsible for the coordination of programs, events, and related tasks to ensure the Moravian Historical Society functions successfully on an ongoing basis. Reporting to the Executive Director, the Assistant Director works closely with the MHS staff, volunteers, and Board of Directors to achieve the overall goals of the organization. The Assistant Director advances the museum's public engagement by developing and implementing inventive programs that enrich the understanding of MHS collections, exhibitions, and history. In addition to possessing strong administrative skills, the ideal candidate has a passion for history and experience working in the nonprofit sector. This is a part-time position with the opportunity for growth.

### About the Moravian Historical Society

The Moravian Historical Society is a nonprofit museum and historic site that celebrates the rich culture of the Moravians. MHS maintains the 1740-1743 Whitefield House and the 1740 Gray Cottage, the oldest Moravian structure in North America. Recognized widely for its significant collection and historically important 18th century site, MHS shares the fascinating history of the Moravians and their contributions to early American history through educational programs, guided tours, exhibits, and public events. Founded in 1857, MHS is the third oldest historical society in Pennsylvania.

### Key Accountabilities

#### 1. Event Management:

- a. Plan, coordinate and oversee events including but not limited to: Arts and Crafts Festival, Share the Heritage Dinner, Christmas in Nazareth, Annual Meeting, monthly lecture series, and other public programs.
- b. Negotiate and coordinate event needs (i.e. entertainment, site, tent, table rentals, etc.) and serve as liaison with outside vendors.
- c. Manage staff, volunteers, and interns during events.
- d. Attend all events, which may be held on nights and weekends.
- e. Work with the Executive Director to solicit businesses, MHS constituents, and members of the public to secure in-kind donations and sponsorships for events.

#### 2. Educational Programs

- a. Plan and facilitate educational programming including Hands on History Camp, Free Summer Sundays, and all school programs including Colonial Days.
- b. Conceptualize, plan, develop, and facilitate educational programming that helps adult and youth audiences engage more deeply with the museum's history and collections.
- c. Coordinate supplies, track registration, and payment for programs and events.
- d. Work with the Executive Director to formulate pricing policies for admission fees, programs, and tour packages; book group tours and schedule appropriate staff.
- e. Track and assess the effectiveness and impact of programs and projects and make changes as necessary to serve the needs of diverse audiences.

### 3. Communications/Marketing

- a. Develop strategies to increase guest attendance.
- b. Manage Social Media accounts including creating content for Facebook, Instagram, Youtube, Snapchat.
- c. Manage Website updates, Google ads and analytics.
- d. Manage email marketing campaigns.
- e. Write and distribute press releases.
- f. Design brochures, ads, flyers.

### 4. Administrative

- a. Greet visitors, respond to emails, process mail, answer the phone; direct messages to appropriate staff members.
- b. Supervise docents, interns, and volunteers.
- c. Maintain and update membership and donor lists; send renewal notices for memberships and write thank you letters to members and donors.
- d. Assist with annual appeal and other fundraising campaigns.
- e. Assist Executive Director with grant applications, management, and reporting.
- f. Perform other related duties as directed by the Executive Director.

### Desired Qualifications

- 2-5 years of experience working in a nonprofit setting; BA or BS degree preferred.
- Proven experience with event planning and coordination.
- Administrative experience, preferably in a non-profit setting.
- Advanced knowledge of software including CRM, spreadsheets, database, and word processing.
- Experience with Websites and social media platforms.
- Graphic design skills preferred.
- Ability to work independently and to prioritize effectively and handle multiple projects and deadlines simultaneously; flexibility and excellent time management skills are required.
- A team player capable of developing, guiding, and implementing plans in partnership with the Executive Director, Board members, staff, volunteers, and other members of the community.
- A strong communicator who is able to effectively articulate the Moravian Historical Society's mission, programs, and accomplishments to funders, stakeholders, and the community.
- Ability to maintain a high degree of discretion with respect to confidential information.

### Special Consideration

The Whitefield House Museum is located in an historic 3 ½ story building without air conditioning or an elevator. Various museum-related tasks including lifting moderate weights and working outside during events are required. This position requires occasional work on weeknights and weekends as needed.

**Reports to:** Executive Director

**Status:** Part-time; no benefits

**Compensation:** \$16.00 per hour

**Schedule:** 28 hours per week with evenings and weekends as needed

Qualified individuals are invited to send a cover letter and resume to [director@moravianhistory.org](mailto:director@moravianhistory.org).