



THE FRIENDS OF THE JACOBUS VANDERVEER HOUSE & MUSEUM
P.O. BOX 723, 3055 RIVER ROAD, BEDMINSTER, NJ 07921-0723
WWW.JVANDERVEERHOUSE.ORG • (908) 396-6053

Job Title	<i>Museum Coordinator</i>
Position Type	<i>Part-Time</i>
Hours	<i>Up to 20 Hours Per Week</i>
Reports to	<i>President of the Board of Trustees</i>

Job Purpose

The Museum Coordinator performs a range of duties associated with the daily operations of the Jacobus Vanderveer House & Museum (JVH). The Coordinator will promote the mission of JVH by supporting the Board of Trustees and their initiatives.

Key Duties and Responsibilities

Events and Programs:

- Preparing for and overseeing open house(s) and scheduled events, both at JVH and off-site
- Seeking out and proposing JVH participation in additional appropriate events within the community
- Assisting in creating and coordinating annual calendar of events and educational programming
- Assisting with all related recordkeeping and correspondence
- Recruiting, scheduling, and training volunteers
- Assuming docent responsibilities

Recordkeeping and Database Management:

- Creating and maintaining records associated with all daily operations
- Maintaining PastPerfect database, including contacts, memberships, volunteers, campaigns, events, donors, donations and other income

Collections Management:

- Assisting in development and implementation of collections policies and procedures

Development:

- Assisting with grant documentation and fulfilling grant requirements
- Managing membership program, annual appeal, and additional development activities with key Board members

Facilities and Administration:

- Assisting the Board President and committee chairs with meeting schedules, preparatory materials, and attend meetings of the Board of Trustees and relevant sub-committee meetings
- Assisting with general maintenance of the historic home and immediate property

Communications and Outreach:

- Developing and maintaining partnerships with other organizations, such as schools, museums, historic groups, etc.
- Assisting with promoting the JVH and its programs in coordination with the Communications Director

Other Responsibilities

Assume other duties as assigned by the Board President per the Board of Trustees.

Qualifications

Education:

- Must have high school diploma or equivalent
- Educational background in museum studies, history, or similar degree preferred

Computer Skills:

- Proficiency in PastPerfect, Microsoft Office Suite, and Google Drive required
- Experience using QuickBooks, Network for Good, and/or WordPress a plus

Abilities:

- Must have excellent written and oral communication skills
- Database management and recordkeeping skills required

Specialized Knowledge:

- Interest in American history, military history, and/or Dutch-Colonial history a plus

Special Working Conditions

Must be available to work some evenings and weekends. Some work takes place outdoors.

To Apply

Please send cover letter and résumé to Robin Ray at r.ray@verizon.net