

Byron Museum District Position Description

Title: Community Relations

General Description: The Byron Museum of History in Byron, Illinois is looking to fill a newly created Community Relations position for up to 12 hours per week. The primary focus of this position will be to assist the Director in managing the facility rentals and coordinating volunteers. Day to day responsibilities would include promoting the museum's theater space as a venue while actively pursuing new volunteers, helping with events, or any of the other work that requires staff participation. Candidates should be available to attend board meetings to record minutes on the fourth Tuesday of each month and willing to work with museum commissioners and committees.

Terms: The Community Relations representative reports to the Executive Director and is a confidential employee. This position is at-will, no contract or benefits are offered. Hours are flexible but should not exceed 24 hours in a two week pay period. Working some nights and weekends will be necessary as most facility rentals take place outside of museum hours. Currently, regular museum hours are Wednesday through Saturday 10:00 AM to 3:00 PM.

Qualifications: Candidates should have a desire to work in a museum environment, the ability to manage volunteers and understand how to network throughout a broader community. Demonstrate competence for assigned responsibilities that include computer skills and public relations. A high school diploma or equivalent and a valid driver's license are required. A degree, certificate, or extensive experience related to hospitality, or event planning is preferred.

Responsibilities:

- Manage facility use and rentals to the public.
- Nurture and coordinate the museum's volunteer program.
- Manage public relations information regarding facility rentals and volunteer opportunities.
- Help develop & establish a museum calendar of activities and procedures to limit risk associated with rentals and events.
- Maintain & develop museum contacts, mailing lists, and digital footprint.
- Record minutes at monthly board meetings on the fourth Tuesday of each month at 6:30 PM.
- Help carry out established annual events such as Quilt Show and Festival of Trees.
- Gift Shop sales and inventory.
- Other tasks may, from time to time, be assigned by the Executive Director.