



Rainier Valley Historical Society – job posting

PROGRAM AND ARCHIVES MANAGER – Part-time

Position Summary

Rainier Valley Historical Society, a 501(c)3 not-for-profit organization in Columbia City, is seeking a qualified candidate for the position of **Program and Archives Manager**. In collaboration with the board of directors, the manager oversees the execution of all programs and events for members, donors, and the public and oversees the management of the archives with the collections care team and volunteers. (See our website for more information, rainiervalleyhistory.org.)

Position Responsibility

Program management:

- Develops new public programs
- manages the annual meeting of the members
- conducts 3 historic walking tours in Columbia City during summer months
- participates in summer festivals / manages RVHS booth exhibit

Archives management:

- participates in collections committee meetings
- oversees research requests, processes photograph and merchandise sales
- manages volunteer schedule
- utilizes PastPerfect Museum software, assists in processing acquisitions

Write development grants:

- Write and manage 2 grants a year for operating and sustained support, heritage projects, and collections care

Design and produce window display:

- create themed exhibits 6 times a year for storefront office window

Maintain website: RainierValleyHistory.org

- update event calendar, historical content

Participate in Annual Founder's Dinner:

- help procure live auction items with dinner committee
- collaborate with dinner committee on the "ask"
- support dinner committee where needed

Manage Fall and Spring newsletter and monthly Enews:

- write a feature article for the Fall and Spring newsletter
- layout designer for the newsletter
- create content for monthly enews communication

Board meetings attendee:

- provide a written report of work performed at bi-monthly board of director meetings



Ideal candidate

- Holds a Museology degree, Archives and Records Management certificate, Museum Studies certificate, Bachelor degree in history, or currently enrolled in one of the mentioned programs.
- Demonstrates knowledge and experience in history, museums, and presentations.
- Is passionate about creating an exhibit from research to design phase.
- Has the ability to communicate clearly in writing, verbally, and in public presentations.
- Demonstrates excellent interpersonal skills and works tactfully with volunteer board members.
- Exhibits excellent organizational skills, with an ability to prioritize, multi-task, meet schedules and deadlines.
- Passionate and motivated about local history, and willing to be a self-starter. Proficient in Windows-based applications, MS Word, Excel, and PowerPoint.
- Has experience with Google applications, Gmail and Drive.
- Has experience with Adobe Creative Suite applications InDesign, Acrobat, and Photoshop.
- Has ability in publishing a newsletter, postcard, or poster utilizing InDesign.
- Has ability to create and publish a marketing email using Constant Contact, Survey Monkey, or Vertical Response
- Available to attend board meetings, committee meetings, special engagements, and annual founder's dinner after hours

Compensation

This is a salary part-time position, 16-20 hours over 3-4 days per week. Salary ranges from \$1,300 - \$1,600 per month and will be determined by the selected candidate's experience. Days of the week and hours to be discussed, a weekend day is preferable.

To Apply

Applications will be accepted until the position is filled. Applicants are encouraged to apply by March 31, 2019. Please email your resume and a cover letter addressing qualifications and interest to Karen O'Brien, RVHS Board of Directors President, at: karen@rainiervalleyhistory.org.