Communications Coordinator

The Museum of Early Trades & Crafts (METC) is a New Jersey history museum located in Madison NJ has an immediate opening for a part time Communications Coordinator to join our professional team at METC. This position will work closely with all staff in executing the communication, marketing, and press initiatives for the museum. The position requires approximately 25 hours/week and some of the work can be done remotely. Compensation is at $25/hour.

Duties:
- Maintain a yearly communications plan for the museum.
- Maintain and update the museum’s branding internally across departments and externally to the public
- Coordinate all communications activities including management of the email marketing database, print and digital advertising, and promotion of all events and programs.
- Serve as point-of-contact for press.
- Create social media content for the museum’s official social media platforms and maintain a robust content calendar
- Maintain and update museum’s website
- Coordinate all events, including concerts, fundraisers, and exhibit related events.
- Facilitate the creation, design and distribution of print and digital communications including the newsletter, invitations, and brochures, and exhibition graphics
- Support colleagues by providing back-up assistance, as needed with specific focus in areas related to membership, programming, fundraising, and patron relations.
- Other occasional duties as required.

Job Requirements:
Bachelor’s degree in Business, Journalism, Communications, Public Relations, English, or related field. One to two years’ experience working with a cultural institution or a non-profit.

Knowledge and Skills:
- Expertise with a variety of social media platforms and content management systems such as Hootsuite
- Experience coordinating public relations and communications plans.
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion.
- Adaptable and flexible in a dynamic work environment with the ability to collaborate with colleagues and staff to achieve results.
- Exceptional verbal and written communication skills
- Knowledge of Microsoft Office and Adobe Creative Suite, WordPress required. Familiarity with other software including CRMs, Canva, PastPerfect, Hootsuite a plus.

Equal Opportunity Employer:
The Museum of Early Trades & Crafts is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, religion, national origin, disability, sexual orientation, or any other reason. Our museum is housed in an historic building where there may be limited accessibility for individuals, especially in the staff area. Reasonable accommodations will be considered, but due to the historic nature of the building, certain accommodations may not be possible.

How to Apply:
Interested candidates may apply by sending a cover letter, resume, qualifications, and references to: info@metc.org with "Communications Coordinator 2023" in the subject field. Only qualified candidates will be considered.