

Alliance Coordinator

Minnesota Alliance of Local History Museums

Position Summary: Alliance Coordinator will serve as the chief administrator for the Alliance and represent the organization as the public face across the state. Coordinator will coordinate the state history conference, provide outreach and membership development, and other duties as necessary or assigned.

Directly Reports to: Board President

Major Duties

1. Coordinate State History Conference
 - a. Chairs the Host Committee and maintains the Conference Manual
 - b. Staffs and recruits members to the Program Committee to coordinate Conference program schedule
 - c. Coordinates Conference logistics, including but not limited to marketing the Call for Proposals, soliciting sponsorships, vendor hall coordination
 - d. Coordinates the conference with primary history stakeholders (MNHS, PAM, MAS, CMA, MAM, etc.)
 - e. Develops future conference sites two years in advance in consultation with the Board of Directors

2. Support Membership Development
 - a. Maintains the membership roster including processing renewal notices and payment acknowledgements
 - b. Recruits new members within targets set in consultation with the Board
 - c. Periodically surveys members and potential members to ensure alignment of Alliance programs and services with general expectations.
 - d. Develop and coordinate member social opportunities such as "MALHM Mingles" across the state
 - e. Regular communication including but not limited to newsletter, social media with members with updates on MALHM activities

3. Public Relations & Community Outreach Statewide
 - a. Attend regional meetings across the state
 - b. Serve as MALHM representative on the MN History Coalition and LSA
 - c. Represent MALHM at the conferences or functions of primary history stakeholders
 - d. Support primary history stakeholders as needed
 - e. Coordinate social media strategy

4. Serve as chief administrator for the alliance
 - a. Prepares board meetings, including logistics and meeting materials, in consultation with the Board President
 - b. Develop, carry out and report on two-year work plan
 - c. Opens and routes for action all incoming mail (correspondence and bills)
 - d. Provide monthly progress updates to the board

- e. Respond in a timely fashion to inquiries
 - f. Maintains the website
5. Other duties as necessary or assigned.

Qualifications

- Minimum of a bachelor's degree in history, business, or other appropriate field. Masters preferred.
- Familiarity with small history organization operations, preferably organizations in Minnesota.
- Preferred 2 years' experience in a leadership position (department head or lead, executive director, small business owner, etc.)
- Valid driver's license and reliable, insured vehicle
- Standard technology skills plus experience with emerging cloud-based applications

POSITION ANNOUNCEMENT

Alliance Coordinator

Minnesota Alliance of Local History Museums seeks professional Alliance Coordinator to coordinate state history conference, support membership development, provide public relations and community outreach statewide, serve as chief administrator for the Alliance, and other duties as necessary or assigned.

Operating on a partnership with the Local History Services Office of the Minnesota Historical Society, this project position through June 30, 2019, with potential for extension, is an exciting opportunity to build the capacity of more than 500 local history organizations, commissions, museums, and other partners. Working statewide, the position will strengthen and deepen relationships between history organizations and the overall history community. The position will serve as the public face of the organization and its primary contact. The position is part time (\$25/hr for 1248 hours annually, with an average of 24 hrs/wk but will fluctuate seasonally with commitments such as the annual conference), with hours set in consultation with the Board to accomplish the work plan. Worksite will be negotiable with the incumbent.

To apply, send resume, cover letter, and three professional references (at least two from history organizations) to mnhistoryalliance@gmail.com. Position open until filled, with first review for applications submitted by January 15, 2018, and interviews to be conducted the week of January 22, 2018.