Definition of Class
This is a professional position responsible for planning, organizing and execution of public events, membership initiatives, fundraising activities, and external communication efforts for the University Museum. Position serves as a liaison to museum auxiliary board to create fundraising events in support of the museum; collaborates with University departments, organizations and outside groups regarding facility rental and space usage of the museum, and manages communications efforts. Position reports to the Director University Museum and Historic Houses.

Examples of Work Performed
Coordinates museum publicity and promotional activities for events and programming including, but not limited to development of flyers, posters, postcards, outdoor banners, e-blasts, ads, press releases, brochures, bi-annual newsletter, and web promotion through the Museum website, social platforms and event listings.

Researches and explores potential listing venues in city and region for exhibitions, educational programs, lectures and museum publicity.

Meets with various media sources to include newspapers, magazines, and radio stations to determine museum advertising activities and budget annual advertising plan.

Develops and implements membership initiatives, including renewal forms, membership cards, NARM membership, alumni mailings, events, and newsletter mailings. Maintains membership database.

Plans and organizes museum and Rowan Oak events, receptions, openings and programming to include activities such as set-up, negotiation of contractual obligations for resources and logistical considerations.

Collaborates with University departments, organizations and outside groups regarding facility rental and space usage of the museum, provides assistance to event planners, manages master calendar, facilitates rental agreements and contracts, develops fee schedules for rental, and supervises events from set-up to take-down.

Collaborates with staff and museum board to create fundraising events to support museum initiatives and fundraising needs.

Coordinates sponsored and museum board to create fundraising events to support museum initiatives and fundraising needs.

Proposes modes of growing museum capacity and develops increased levels of assessment and evaluation.

May train, assign tasks, and provide guidance to museum interns, undergraduate and graduate student workers.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates, plans, and organizes the execution of public events, membership activities, and fundraising events.
2. Manages communication efforts to include publicity, promotion and advertising.

3. Coordinates processes and activities regarding facility rental.

4. Serves as a liaison between museum auxiliary board and museum staff.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; walk; stand; and talk and hear. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university in a related field.

**AND**

**Experience:**
One (1) year of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.