

City & Borough of Wrangell

Position Description

Position: Nolan Center Coordinator	Position Number:
Department/Site: Nolan Center	FLSA: Exempt
Evaluated by: Nolan Center Director	Salary Grade: 12 (Full Time)

Summary

Develops, organizes and manages; staff, contractors and volunteers in supporting the museum and community events throughout the Nolan Center.

Distinguishing Career Features

The Nolan Center Coordinator's task is to supervise and support in developing and working various museum programs; events, movies and retail sales.

Essential Duties and Responsibilities

- Facilitates events; managing from set-up to take-down
- Assisting with museum projects and correspondence
- Assists with and responds to Visitor Center inquiries/correspondence
- Assists with the Gift Shop operations, summer cruise-ship tours and visitor assistance as needed, including the billing process
- Develops and coordinates activities and programs for the center
- Promotes programs through fliers, radio, newspaper, social media, and newsletter
- Manages theater; movie details, staff, food ordering, concessions, bookkeeping
- Performs administrative tasks including daily deposits, data entry, reservation management and policy and procedure updates
- Role model customer service and patron/visitor relations

Qualifications

▪ **Knowledge and Skills**

- Requires computer knowledge and basic accounting
- Requires the ability to communicate effectively both orally and in written form

▪ **Abilities**

- Requires the ability to plan, implement and evaluate programs and make sound recommendations for improvement
- Requires the ability to conduct program needs assessments
- Requires the ability to build rapport with patrons & visitors of a broad age range
- Requires the ability to work independently and collaboratively with volunteers, staff and the Director
- Requires the ability to adapt well to change, remain flexible and solution oriented
- Requires the ability to learn, computer programs including but not limited to Excel, Word, PowerPoint, Outlook, Square, Past Perfect

▪ **Physical Abilities**

- Requires sufficient ability to stand and walk for intermittent periods of time
- Requires sufficient arm, hand, and finger dexterity to use a computer keyboard and other office equipment

- **Education and Experience**

- Requires high school diploma or equivalent, two years of related experience preferred

- **Licenses and Certificates**

- Must possess a valid Alaska driver's license or ability to gain one upon hire
- Must possess a Food Handler's Card or the ability to gain one upon hire

- **Working Conditions**

- Work is performed indoors at the Nolan Center where relative risks occur
- Weekends, holidays and evening shifts are part of the regular schedule
- Seasonal outside garden work may be assigned
- Must be able to lift and move 50 lbs.
- Must be able to move chairs, tables, display cases and various others items on a very frequent basis

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.