



IMMEDIATE JOB OPENING

Job Title: Publicity/Marketing Coordinator
Institution: Haggin Museum, Stockton, CA
Reports To: Deputy Director
Classification: Full time, with benefits (Hourly, Non-Exempt)
Salary Range: \$28-31,000/year (40 hour work week)

Haggin Museum – Organization Description

The Haggin Museum opened in 1931 and is accredited by the American Alliance of Museums. Its core collections revolve around the fine arts and regional history. The Museum's mission is to inspire present and future generations to appreciate the fine arts and regional history by engaging visitors' creative, social, and learning interests through exhibitions, programs, and events. For additional information about the museum, please see our website at www.hagginmuseum.org.

Job Summary – Publicity/Marketing Coordinator

The Publicity/Marketing Coordinator manages the museum's publicity and marketing initiatives. This is a full-time position with benefits.

Responsibilities

- Design, write, edit and disseminate all museum public information within the museum established brand;
- Edit/write articles and design layout for quarterly museum members' Bulletin;
- Maintain, update and enhance the museum website on a regular basis;
- Consult with staff members and museum auxiliaries in order to design and prepare the members' Bulletin, flyers, brochures, postcards, posters and invitations for exhibitions and events;
- Design and place advertising with various media outlets;
- Cultivate new publicity opportunities and develop strategies to increase the museum's visibility;
- Update collateral materials such as visitor maps, public phone messages, electronic kiosk, etc.;
- Photograph museum exhibitions and events and maintain a collection of photos for publicity purposes;
- Manage the established publicity/marketing budget;

- Perform other duties as assigned.

Ideal Candidate Characteristics

Desirable candidates for this position will possess a combination of the following:

- Excellent writing, editorial and computer skills;
- Strong organizational skills with careful attention to detail;
- Effectiveness in working both as part of a professional team and independently;
- Ability to deal effectively with museum staff and volunteers, as well as the public, media, and vendors;
- Ability to multi-task, follow established timelines and adapt to unanticipated circumstances;
- Ability to execute projects and problem solve.

The successful applicant will be detail-oriented while handling multiple projects and deadlines. They must have a enthusiasm for a visitor-service oriented organization.

Minimum Qualifications

Education: B.A./B.S. degree preferred

Minimum Experience: Candidates for this position should have experience in writing and editing publicity, computer proficiency (Microsoft Office, Adobe Creative Suite, HTML) managing websites, and demonstrable organizational and interpersonal skills. Museum and/or nonprofit experience are a plus.

Application

Interested candidates should send a cover letter, resume, professional references and work samples illustrating writing and graphic abilities to HagginMuseumJobs@gmail.com or 1201 N. Pershing Avenue, Stockton, CA 95203. We are looking to fill this position with the right candidate immediately. No calls, please.

The Haggin Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.