

## **PROGRAMS COORDINATOR POSTING 223**

Texas Cotton Gin Museum

Full time position: Tuesdays-Saturdays

Posting Dates: January 17, 2023 until filled

Compensation: \$30,000/year. Ten paid holidays plus two days personal time per calendar year

**Current Posting:** The Texas Cotton Gin Museum seeks a dynamic, self-starter to be an active part of the next chapter in the museum's future. The Programs Coordinator is a full-time position (40 hours a week) and reports to the Museum Director. The work week for this position is Tuesday-Saturday excluding major holidays. There are occasional night and weekend work required as needed.

### **The duties and responsibilities include but are not limited to:**

- Giving public, private, group tours on a daily basis
- Being the first "face" and "voice" of the museum by greeting visitors and answering the phone
- Introducing visitors to the site and its offerings
- Opening and closing the museum
- Managing the museum store
- Maintaining the museum's tour calendar, social media, website
- Assisting Director with all correspondence and annual mailings
- Assisting Director with preservation and maintenance of buildings and grounds
- Attending Board Meetings
- Participating in all museum fundraising and development efforts

### **Qualifications for Programs Coordinator:**

Bachelor's Degree or higher, History, Museum Studies; OR; three years in education/programming OR equivalent combination of education or experience.

### **Successful candidates should be:**

- Comfortable working with people in all kinds of settings (individual, group etc.)
- Great public speaker
- Fast learner and self-motivated
- Well-rounded office, computer, technology abilities
- Experience in planning programs & giving tours or presentations
- Retail experience or willingness to learn
- Knowledge of accounting basics/software in regards to gift shop/museum operations

This job requires a Programs Coordinator to be walking the 7 acre complex weekly, climbing 1 flight of stairs daily, giving gin tours daily in all-weather conditions and lifting 30 pounds as needed.

**Compensation:**

Salary is \$30,000. Ten paid holidays plus two days personal time per calendar year.

**How to apply:**

Those interested should email a cover letter and resume to [director@texascottonginmuseum.org](mailto:director@texascottonginmuseum.org) with the subject line Programs Coordinator Opening.

**Position Begins:** February 2023

**About the Texas Cotton Gin Museum:** The museum preserves and maintains a true historic treasure, the Burton Farmers Gin (built in 1914). Employees have the unique opportunity to be an active part in the preservation of a working piece of American architectural and agricultural history.

The Texas Cotton Gin Museum, Inc. (formerly Operation Restoration, Inc. and then Burton Cotton Gin & Museum, Inc.) was founded as a 501(c)(3) organization in 1986 to save the historic Burton Farmers Gin from demolition. The gin has been designated a National Historic Engineering Landmark by the American Society of Mechanical Engineers (1994). It is a Recorded Texas Historic Landmark (1988) and is listed on the National Register of Historic Places (1991). Many of the individuals that were an integral part of ORI, Inc. continued on with the newly formed Burton Cotton Gin & Museum, Inc. in 1999. In 2009, the Burton Cotton Gin Museum was designated the Official Cotton Gin Museum of Texas by the 81<sup>st</sup> Texas State Legislature. In February, 2011 the name was changed to the Texas Cotton Gin Museum to honor the new designation. The Museum's mission is to keep the legacy of cotton alive for all generations through the maintenance and preservation of the 1914 Burton Farmers Gin – the oldest operating cotton gin in America.

Texas Cotton Gin Museum, 307 N. Main Street, Burton TX 77835

Mailing address: PO Box 98, Burton TX 77835

<https://www.texascottonginmuseum.org>

979-289-3378