

**ORGANIZATION**                    **New Bedford Whaling Museum | New Bedford, MA**  
**THE POSITION**                    **Project Coordinator (Part-time, temporary, grant-funded):**  
   ***Lighting the Way: Historic Women of the SouthCoast***

The New Bedford Whaling Museum seeks a part-time Project Coordinator for ***Lighting the Way: Historic Women of the SouthCoast*** (LTW). The *LTW* project explores the historical impact of women from diverse cultural and ethnic backgrounds who shaped the SouthCoast community. In addition to research, *LTW* encompasses a historical walking trail in downtown New Bedford with accompanying trail map and mobile app. *LTW* aims to mark the 2020 centennial of the 19th Amendment and women’s right to vote with a school curriculum framework, a traveling exhibit, riveting speakers, city-wide events in New Bedford, public art, and other engaging programs. Reporting to the Director of Education, the Project Coordinator is responsible for managing all aspects of the Lighting the Way project, coordinating with other departments within the Museum while managing the Lighting the Way committee and connected programming and events. The successful candidate will work with Museum employees, committee members and community partners to meet project goals and promote the project. **Please note that this is a temporary, grant-funded position with the potential for extension dependent upon continued funding for the Lighting the Way project.**

**Essential Duties and Responsibilities**

- Committee Management
  - Schedule and facilitate all LTW committee meetings
  - Send notices and record minutes of meetings
  - Maintain and update committee lists with contact information and other relevant information
  - Communicate with committee members about upcoming events and activities
- Programming and Promotion
  - Develop and deliver programs and events related to the project and its subject matter
  - Coordinate with local organizations to collaborate on offerings
  - Work closely with marketing staff to organize promotional materials for events and programs and update and maintain the LTW tour and website information
- Educational Outreach
  - Coordinate with educational consultant and Director of Education on implementation of educational pilot programs and finalized curriculum framework
  - Develop and maintain educational outreach programming
  - Support the work of the committee, consultant and teachers
  - Interact with Museum’s education staff to incorporate stories of women into the standard tours
- Development
  - Coordinate with Museum’s development department for all donor related work
  - Develop and maintain collateral for donor meetings
  - Maintain contact records for all prospective donor meetings
  - Assist with donor meetings set-up and follow-up

**Requirements**

- Bachelor’s degree, or equivalent coupled with appropriate experience
- Highly effective project management skills
- Ability to problem solve and handle multiple projects at once
- Knowledge of audio/visual/theater technology a plus
- MS Office proficiency and strong technology skills required
- Ability to work evenings, holidays and weekends required

**Certificates, licenses**

- Must have and maintain a valid Driver’s License and a reliable form of transportation

**APPLICATION INSTRUCTIONS:** Send resume and cover letter to Christina Turner, Director of Education, at [cturner@whalingmuseum.org](mailto:cturner@whalingmuseum.org). The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.