

The Mattatuck Museum, Waterbury, CT

JOB TITLE: Marketing & Rental Associate

REPORTS TO: Chief Experience Officer

FLSA STATUS: Full Time, Hourly

RATE OF PAY: \$15.00/hour, 40 hours/week with weekend and evening availability required. After hitting goals during 6-month probationary period, the rate of pay may increase to \$15.50/hour.

The Mattatuck Museum is known for engaging its community in an understanding of the past and providing vision and leadership for the future through its exhibitions, programs and collections of national significance. These initiatives interpret the history of the greater Waterbury region and American art from the Colonial period to the present.

The Marketing & Rental Associate supports the Marketing needs of the Museum and manages internal events and facility rental events involving outside clients. They possess organizational and critical thinking skills, work well with Museum staff and the general public, and efficiently accomplish multiple duties and tasks successfully within deadlines.

Marketing - Key Responsibilities:

- Manage all social media content (including but not limited to Facebook, Twitter, and Instagram);
- Assist with creating and distributing promotional materials (including but not limited to flyers, print and digital ads, and postcards);
- Create weekly E-news correspondences for distribution and manage subscriber lists;
- Assist with the promotion of public programs, exhibitions, membership, and special events;
- Work with various departments to develop ideas and to draft, proofread and send press releases;
- Manage long-lead projects for editorial coverage in magazines and other print publications;
- Monitor Museum branding for continuity and messaging across departments;
- Research and build audience lists to aid in promotion;
- Build relationships with media contacts to aid in consistent promotion of exhibitions, programs, and special events;
- Assist in planning, managing, and executing Marketing budget;
- Work with visitor services, education, and development on tracking systems to evaluate results;
- Other duties as assigned.

Rentals - Key Responsibilities:

- Interface with café management on internal and facility rental events;
- Manage all inquiries, bookings, walkthroughs and event planning pertaining to rentals;
- Work with the Finance office to execute all contracts and invoices pertaining to rentals;
- Work directly with caterers and event planners to successfully book rentals, overseeing the event from beginning to end;
- Represent the Museum in a positive, professional, and effective way with renters and rental vendors;
- Be present during high profile or complex rentals as needed;
- Promote/advertise availability of Museum rental spaces to outside clients;
- Other duties as assigned.

Qualifications and Skills Preferred:

- Bachelor's degree in appropriate area of specialization preferred;
- Excellent interpersonal skills and the ability to work effectively with diverse constituents, combined with a team player approach;
- Ability to demonstrate problem-solving, organizational, and time management skills with attention to detail;
- Work independently and perform multiple tasks simultaneously;

- Excellent oral and written communication skills (Spanish language skills a plus);
- Ability to work a flexible schedule, including evenings, weekends, and holidays as required
- The character to be punctual and reliable;
- Computer proficient with a working knowledge of the Microsoft Suite (Word, Excel, Outlook, PowerPoint), social media sites, email marketing tools; competency in the Adobe Creative Suite (InDesign, Illustrator and Photoshop), database (the Museum uses the Altru system), and Point of Sales system preferred.

Skills to be Enhanced or Developed on the Job:

- Marketing skills and strategies;
- Enhanced competencies in the Adobe Creative Suite;
- Event planning and implementation by working with renters, vendors, and on Museum fundraisers;
- Working within a team staff environment, supported by an enthusiastic professional staff.

Rental Commission: 5% commission on net Rental Income distributed quarterly.

The Museum offers a full benefits package including vacation, holidays, health/dental insurance, and 403(b) plan, as well as support for professional development to qualified employees.

To apply, please send current resume, cover letter, and 3 professional references to: **MARKETING ASSOCIATE**, Attn: Janice Shambor, Finance Manager, Mattatuck Museum, 63 Prospect Street, Waterbury, CT 06702 or via email to janice@mattmuseum.org.

Documents should be sent as attachments using Microsoft Word or PDF format and should not exceed five (5) megabytes. No phone calls please. Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equality and diversity.