



BELGIAN HERITAGE CENTER

Position Description – Belgian Heritage Center

General: This position is to assist in various capacities at BHC. It is an hourly paid position with no benefits. Compensation is dependent on experience level and may be on a payroll or contract basis. We encourage individuals available for some or all of the tasks listed below to inquire. Please contact Joe Alexander at joealex2@yahoo.com if you are interested or would like more information.

Essential Skills: Highly organized, excellent communicator (written and verbal), able to delegate compassionately, able to learn/teach and apply various technologies.

Duties and Responsibilities:

1. Marketing and Promotions
 - a. Distribute posters, brochures, etc. within Door and Kewaunee county locations
 - b. Maintain an active presence on social media
 - c. Organize promotional events to increase attendance during open hours
 - d. Foster collaboration with other non-profit organizations as requested/approved (attend meetings, plan joint events, etc.)
 - e. Use free media such as public service announcements and community boards to promote BHC
 - f. Work with Ann on advertising needs and press releases
 - g. Work with Sandy on brochure and other printing needs
 - h. Maintain BHC brand standards on all forms of communication
 - i. Maintain docent manual (update and evolve as needed)
2. Inventory and Asset Management
 - a. Monitor inventory of items used for fundraising events and purchase or order as needed.
 - b. Assist with Past Perfect implementation for artifacts, photos, donors, etc.
 - c. Assist with accepting and tracking donated artifacts.
 - d. Merger and oversight of a master genealogy file and other research materials.
 - e. Ensure facility is neat and orderly at all times; work with Kevin on any maintenance issues
3. Visitor Coordination
 - a. Ensure at least one docent is scheduled for open days (May-October, Friday-Sunday, 10:00-4:00)
 - b. Train docents using the Docent Manual, relevant reading about Belgian history, use of technology (interactives, A/V equipment, credit card reader, etc.)
 - c. Work with Barb, Sue and others to coordinate private events and heritage tours.
 - d. Work as docent when others are not available and at least one weekend day per week.
4. Fundraising/Donor Relations
 - a. Work with Ann on newsletter development
 - b. Send email version of newsletter to those requesting it
 - c. Prepare and mail donor communication such as thank you letters and direct mailings.
 - d. Coordinate donor board acknowledgement and plaque ordering.
 - e. Volunteer Management – develop relationships with local high school community service coordinators / reach out for volunteers when needed / coordinate volunteers for events
 - f. Develop volunteer recognition program
 - g. Develop donor recognition programs in coordination with Fundraising Committee
 - h. Maintain mailing lists for newsletters and other direct communication
5. Assist board members in projects related to the BHC as requested by a Co-President.