

May 1, 2024

Operations Coordinator CIHS Museum

Part- Time/Permanent

The Chebeague Island Historical Society is recruiting an Operations Coordinator. This new position reflects the organization's transition this summer with the retirement of our founding Curator, Donna Damon, and our stepping into our new chapter as an organization. Our Board of Trustees is fully engaged and committed to this transition. We are looking to fill this position immediately.

Job Description: CIHS Operations Coordinator has responsibility for administrative aspects of the Museum operations and management of employees and programs. CIHS includes a high-quality archive, research center, Museum and Museum Shop. The Operations Coordinator's responsibilities range from day-to-day operations to working with Board to develop, implement future special events. Reports to the Board President. This is a part-time permanent position, of 24 hours per week, with flexible schedule.

Pay rate: \$25 to \$29 per hour, depending on experience

Please send an e-mail inquiry and request for full position description to

**Board President, Beth McNulty at
mcnultyb2@gmail.com**

Summer Museum Shop Clerks

Part Time employment opportunity for the summer season.

- If interested, send an e-mail note of interest to Anne at cihsstore@gmail.com.