

San Antonio African American Community Archive and Museum (SAAACAM)

Volunteer Roles and Capacities

2019-2020

Position: Museum Events Manager

Reports To: Programs Committee Chair	Committee Assignment: Programs Committee	Type of Interaction: In-Person
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Est Time Commitment: 8 hours per week	Term Limit: 1 year, renewable	Number of Openings: 1
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Position Description

An essential part of SAAACAM's Programs Committee, the Museum Events Manager is responsible for planning and execution of bookings at the Sutton Family Homestead. This position reports to the Programs Committee Chair and Vice President of SAAACAM, Mr. Wayman Griffin.

Deliverables

- Develop a calendar for museum tour and visitation booking dates and hours of operation throughout the year,
- Manage and develop community-service opportunities in order to initiate and implement plans for beautification and other museum maintenance within first month in office,
- Manage and develop plans to accommodate the most pressing needs of the museum, to include security, of the museum within three months in office.

Prerequisites

Education and Training: NA	Credential(s): NA	Key Competencies: Customer Service, Palpable Leadership Skills, Community Leader, Well-Versed in the Sutton Family Homestead and its family
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To Apply

- Email a one-page cover letter on personal letterhead to admin@saaacam.org.

The cover letter should contain the following: (1) introduction of yourself, (2) mention the position that you are interested in serving in, (3) explanation of your experience, suitable skill set(s) and/or educational and professional background that match the position's description, (4) your contact information for follow-up/next steps.

Suspense

All applications are due Thursday, 28 February, 2019 by 5PM.

Point of Contact

Mr. Wayman Griffin, Programs Committee Chair and SAAACAM VP at admin@saaacam.org.