



Western Museums Association

Transforming the museum field through collaboration

WMA Communications & Program Coordinator – Full Time Job Description

Communications

- Creates new content for WMA communications for distribution through email, website, blogs, social media, and brochures
- Writes and ensures accuracy of all WMA communications
- Works on a team to develop marketing plans for all WMA activities
- Acts as webmaster

Programs

- Implements Program Committee work plan including all related communications and data wrangling
- Organizes and coordinates existing programs and assists in the development of new programs and content
- Produces and organizes annual and live silent auctions benefiting the scholarship fund
- Assists in the onsite execution of the Annual Meeting (including registration, Evening Events, volunteers, silent/live auction, and other duties as assigned)

General

- Supports board of directors activities including documenting meetings and preparing minutes
- Provides administrative and logistical support for the organization
- Handles the day-to-day operation of assigned projects
- Prepares periodic reports on activities, progress, web analytics, status or other special reports as requested
- Other duties as assigned