



Job Description – Communications Coordinator

Founded in 1855, the Wagner Free Institute of Science is a National Historic Landmark museum and educational institution dedicated to providing free public education in science. It serves 35,000+ people each year through museum, library and extensive educational programs. The Wagner today has a dual mission: it teaches contemporary science and interprets the history and development of science through programs based on its uniquely preserved Victorian building and museum and library collections. Located near Temple University, the Wagner partners with organizations across the city to make its programs widely accessible. To learn more, please visit: www.wagnerfreeinstitute.org

Title: Communications Coordinator

The position is part-time (20-25 hours/week), with some evening and week-end hours.

Description: The Wagner Free Institute of Science seeks a Communications Coordinator. This position is the primary contact for all media outlets and coordinates all communications and marketing efforts with the Wagner's diverse audiences, including managing the website, newsletters, social media, press and promotional materials. The position also helps plan, present and promote a range of educational and public programs offered by the Wagner, including evening science courses, public lectures, special events, and collaborations with other organizations. The position works closely with the Executive Director and Development Manager on communications and PR. They collaborate with staff across the institution including educators, collection and museum staff to support program delivery, and to promote and communicate about the Wagner with the public.

The Wagner serves an exceptionally diverse audience, including all ages and backgrounds. It was founded to make science accessible through free programs for adults and is committed to educational equity as a central focus of its mission. All Wagner staff have contact with the public, and are trained to engage with museum visitors, work in a historic site and be part of a team that works to keep the collections and programs accessible to all.

Responsibilities:

- Develop and coordinate program and event publicity
- Design and draft promotional materials for the museum and educational program, both print and electronic
- With other staff, maintain the Wagner's website, keeping content accurate and current
- Write and send out regular eblasts including news, announcements, programs and events
- Create and manage content for the Wagner's social media presence; research best practices and trends for the nonprofit sector; and gather/report on analytics and outcomes of social media campaigns
- Write and distribute press releases, reach out to local, regional and national media and serve as contact for press

- Assist with creative development of public programs and events for adult and general audiences
- Collaborate with the Executive Director and Development Manager to engage donors and grow membership
- Represent the Wagner in collaborative programs and partnerships with other cultural institutions, coordinate cross-promotional efforts
- Assist with special events and support museum visitor services
- Maintain records and reports on programs, visitor and participant surveys
- Other duties as assigned

Skills:

- Excellent written and verbal communication skills
- Strong computer and design skills
- Strong organizational skills and ability to manage multiple tasks/projects
- Strong interpersonal and problem solving skills
- Growth mindset to foster positive workplace
- Ability to work collaboratively, independently and creatively

Desired Qualifications:

- BA/BS required; background and demonstrated interest in science, history, museum or preservation-related field preferred
- 2-3 years experience in communications; some experience in public programming and/or working with the public preferred
- Proficiency in Microsoft Office, Creative Suite, Canva, MailChimp, Loomly (or similar program), and social media platforms
- Graphic design, website maintenance, and email software experience preferred
- Experience, connection and/or work within North Philadelphia desirable
- Commitment to advancing equity

The Wagner Free Institute of Science is an Equal Opportunity Employer. A National Historic Landmark, the Wagner's building is not ADA accessible. Stairs are required to enter the building and to access the second floor.

This position is part-time with an hourly rate of \$20-30/hour, depending on experience. Potential for hybrid flexibility (some onsite hours required). Position requires periodic evening and Saturday hours for programs and special events.

The Wagner requires all employees to be fully vaccinated against COVID-19. Proof of vaccination will be required for employment.

To Apply:

Send resume, cover letter, 2-3 writing/work samples and references via email (in pdf format) to: lynnd@wagnerfreeinstitute.org

Please use as subject line: Communications Coordinator Application

(No telephone or walk-in inquiries please)

Posted: 4/26/2024.