



# AMERICAN PRECISION MUSEUM

## Communications Associate

### About Us

The **American Precision Museum (APM)** inspires new generations of innovators by connecting **immersive programming** with the **rich history of manufacturing** in America.

Housed in a **National Historic Landmark** building, APM's 4,000-square-foot exhibit space, education programs, events, and online resources **explore the evolution of manufacturing technology - past, present, and future.** The museum preserves and leverages a rich historical collection to **raise awareness** about today's **modern manufacturing** industry and inspire young people to consider future careers in manufacturing technology.

APM has a national reputation for its collection of **historically-significant machine tools**, its network of industry partners, and its **deep connection to the foundations of modern industry.**

Looking forward, the museum aims to be an impactful partner in helping to **solve the skills gap** that continues to be a challenge during an era of rapid technological change.

Learn more about the American Precision Museum at [americanprecision.org](http://americanprecision.org).

### About the Position

The Communications Associate **collaborates** with Development Associate, Education Specialist, and others to **market the museum** in various channels. These channels may include **social media, internal and external events, print advertising, and other media channels.** This position will also collaborate closely with the **Executive Director, Development Committee, and Board members** to manage all phases of our informational communications. This position will also collaborate closely with **outside partners that assist the museum in broadcasting our messaging.**

The Communications Associate will **implement a broad range of communications activities.** These activities may include **social media, advertising, direct mail, email, website, publications, in-house events, and other shows.**

Reports to the **Executive Director** and will receive guidance from Development and Education teams.



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### Tasks

Working with Executive Director, Staff, and Board members to **implement comprehensive informational communications programs**.

**Plan and implement events** locally, in-house, and at trade shows.

**Seek underwriting/sponsorships** for various programs and events

**Coordinate communications outreach activities** with development and education efforts to ensure alignment.

**Be the face of the museum** for all visitors and conduct **general group tours** in conjunction with Education Specialist

**Develop content** for all levels of communication

Other duties as assigned

### Knowledge & Abilities

Demonstrated and proven **success in supporting various communications programs and events**

Ability to **work with outside partners** in a team environment

Ability to **plan and act strategically**

**Outstanding interpersonal communication** and written communication skills required

**Detail-oriented** and performs work with accuracy, efficiency, and to a very **high standard**

Excellent **organizational skills**, ability to meet **deadlines/targets**, work successfully under pressure and with multiple **competing priorities**

**Self-motivated** with a strong desire to achieve goals

**Valid driver's license** and satisfactory motor vehicle record required

Ability to **act** in an **outgoing** manner

Demonstrated ability to work **cooperatively**



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### Qualifications

Minimum of a **bachelor's degree** from an accredited college or university related to this position **or equivalent experience**; Experience in a non-profit environment is preferred.

Experience in **event planning** and business **sponsorship solicitation** (or enthusiastic willingness to learn)

Demonstrated computer abilities in **Microsoft Office** suite, **Adobe Creative Suite** (or similar), **webpage**, and **social media channels**

Excellent **written and verbal** (phone) skills

Experience in **Donor Management software** (or enthusiastic willingness to learn)

Ability to **attend events** both locally and outside the local area

### Work Hours

This is a professional position, and your **work hours** will be **flexible** and in the museum's best interest. Typically **9:00 - 5:00 Monday through Friday** and occasionally weekends.

### Compensation

#### Salary based on experience

Benefits consistent with museum policy for full-time salaried employees

### To Apply

Applications should be directed to the attention of **Lisa Martin, Hiring Manager**. **Email a resume to [apmtalent88@gmail.com](mailto:apmtalent88@gmail.com)**. We will review applications on a rolling basis until the position is filled.

APM is an at-will employer, meaning that either you or APM are free to end the employment relationship at any time, with or without notice or cause. Nothing in this job description or APM policies or procedures, either now or in the future, is intended to change the at-will nature of our relationship.

The American Precision Museum, Inc. maintains a drug-free, smoke-free workplace and does not discriminate based on race, color, national origin, disability, or age.