

**ORLEANS CULTURAL DISTRICT/OLD FIREHOUSE COMMUNITY CENTER  
PROGRAM COORDINATOR - PART TIME  
Orleans, Massachusetts**

***Resumes must only be sent to [ocd.committee@gmail.com](mailto:ocd.committee@gmail.com)***

**ABOUT US**

Orleans Cultural District is a State designated area that fosters artists, cultural organizations and entrepreneurs to improve the quality of life, attract visitors and stimulate the local economy. The District works with all Orleans resources to develop strategic planning for the District, working together to identify strengths and missions to help implement with Town Planning Department goals through a collaborative agenda. The District plans to re-open the Old Firehouse Community Center, Post-Covid, to rebuild and expand the diverse programming that serves the Main Street and regional communities, recreating the historic building as a hub of collaborative activity.

**Overview**

**Self-starter, creative concept initiator and problem solver to work closely with Orleans Cultural District Town Committee through its officers and committee chairs in overall operational outreach and functions of the Orleans Cultural District. Toward that end:**

- Provide public relations and administrative support for the Orleans Cultural District (OCD) operations and meetings
- Organize/maintain OCD administrative library and files
- Maintain and schedule meeting space in the Old Firehouse Community Center, interacting with users and providing outreach to new contacts, posting Scheduling Calendar online and to Orleans Chamber of Commerce Community Events Calendar
- Provide ambassadorial and marketing work to promote the OCD and its opportunities for businesses, non-profit and cultural assets and organizations.
- Assist/represent OCD in town-sponsored initiatives with related community organizations

**Supervision – Work Environment**

Works independently under the general direction of the leadership of the Orleans Community Partnership, the Orleans Cultural District Committee. Work is performed at home and/or in the Old Firehouse Community Center.

**Primary Responsibilities**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Act as the point of contact for community organizations seeking use of the meeting spaces in the Old Firehouse Community Center and Parish Park.
- Meet and communicate on behalf of the OCD Committee Board Members.
- Show and schedule the Old Firehouse Community Center and maintain an

organized schedule of events. Responsibility for coordination of physical aspects of the Old Firehouse space including set-up, break down, and maintenance of meeting rooms as needed

- Ensure that meeting space guidelines and policies are shared, understood and followed.
- Create a friendly and supportive atmosphere.
- Other duties and responsibilities as necessary.

### **General Duties and Responsibilities**

Ensure implementation of policies and guidelines for the use of the Old Firehouse Community Center are followed. Represent OCD at town-led initiatives including Planning Board development outcomes; Maintain working relationship with all town and community organizations; Provide physical oversight and host for Old Firehouse Community Center functions; Organize/maintain OCD technical and print library; Develop public relations / promotional materials for posting on OCD social media and update OCD website; Monitor OCD timelines and deadline reminders; Provide OCD administrative support; Collect donations and hourly user fees. Prioritize public relations with the constituents.

### **Education and Skills**

Working knowledge of office practices and procedures; Ability to follow and execute policies and guidelines; Excellent communication and language skills, both written and verbal; Detail-oriented; Dependable and personable; Skilled in the operation of various types of high tech equipment and computer applications e.g. Word, Excel, PowerPoint, Zoom, photo editing software; Experience with data base applications like Access a plus; Ability to maintain a professional and poised demeanor working with the public; Ability to work effectively under time constraints to meet deadlines. Ability as a self-starter to take a concept, set objectives to be achieved to meet goals, and develop a means of evaluation.

### **Salary**

10 hours +/- week @ \$20/25 per hour.

### **Physical Requirements**

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to move easily about the building to show the building and its meeting spaces to interested parties, and to assist in setting up and dismantling folding tables and chairs to meet room configuration requirements. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hand and arms. The employee is frequently required to sit and speak and listen.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*