

QUEENS COUNTY FARM MUSEUM

For Immediate Hire: External Affairs Coordinator

Queens County Farm Museum (QCFM) is the longest continually farmed site in New York State, the most visited historic house in New York City and the second largest cultural institution in Queens.

Job Description: External Affairs Coordinator

QCFM seeks an External Affairs Coordinator to join its team. The coordinator will support key aspects of Queens Farm's public programming including education programs, special events, site rentals and membership.

Responsibilities

The External Affairs Coordinator will have responsibilities and duties including, but not limited to:

- Assist all aspects of event preparation and execution including tracking admission trends, rsvp management, event structure and run of show and provide meaningful insights to post event analysis.
- Support education department's new program development and provide administrative support. Track class trip reservations and support marketing efforts to drive program participation.
- Update community calendars, provide public relations and marketing support, update the farm's website to keep it current. Provide data analysis to study trends in visitor attendance and program registration.
- Serve as the on-site point person for birthday parties and wedding site rentals. Respond to site rental inquiries, lead tours of site, develop an understanding of site rental sales process and find new ways to support it. Schedule staff for rental events.
- Maintain membership database, process new memberships and renewals. Help create and support membership marketing campaigns.
- Provide office management support maintaining supplies, updating office calendars, organizing mail, answering phones, copying, filing, preparing documents in addition to providing visitor service support and engagement.

Required Experience & Qualifications

- Bachelor's degree
- Excellent, oral, writing, and communication skills required
- Experience working with databases, competency in Microsoft Word, Excel,

Google Apps, and Outlook

- Demonstrated ability to successfully manage and multi-task projects with a high degree of attention to detail
- Strong sense of customer service required
- Knowledge of social media platforms
- Flexibility to work some nights and/or weekends when required
- Interest in museums, history, arts and culture, farming, marketing, business development encouraged
- Bilingual candidates a plus
- Demonstrated ability to effectively interact with diverse populations
- Self-motivated, punctual, strong time management & interpersonal skills

Hours & Compensation

Position is full-time, Mon–Fri with occasional nights/weekends required.

Entry level position. Compensation commensurate with experience.

To Apply

Please send resume and cover letter to: hr@queensfarm.org.

Queens County Farm Museum (QCFM) supports diversity in the workplace. QCFM is an equal opportunity / affirmative action employer (EOE) and supports a drug-free workplace.

Applications will be accepted until position is closed.