

## Communications Coordinator

### Job Description

**Exempt:** Part-time (20-30 hours), Non-exempt

**Location:** 929 E Wisconsin, Milwaukee WI 53202

**Reports to:** Director of Communications & Marketing

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### Our Mission

Inspire all children to wonder and explore their world through play and innovative, hands-on learning experiences.

### Position Summary:

The Betty Brinn Children's Museum (BBCM) seeks a Communications Coordinator who will help create and maintain a strong online presence through the Museum social media platforms. This position takes creativity and ingenuity as the main responsibility will be curating dynamic online content for our followers.

### Responsibilities and Duties:

- Develop daily content for social media posts. Content includes Museum activities, visitors and special events.
- Monitor our channels for likes, comments and messages. Interact with users that the Museum follows.
- Process all communications sent to [questions@bbcmkids.org](mailto:questions@bbcmkids.org) accurately and in a timely manner.
- Identify and manage Museum online influencers.
- Assist in gathering information from other functions of the Museum to create content for newsletters, website updates and special events.
- Update and maintain online calendar listings for Museum events.
- Assist in the development of marketing and promotional ideas and campaigns to increase visitor engagement and attendance.
- Represent the Museum at community meetings and events as needed.
- Attend staff meetings, trainings, and other Museum events as needed.
- Ability to work some weekends and evenings.
- Other duties as assigned.

### Minimum Qualifications:

- Excellent customer service skills, with a minimum of two years experience working in customer service.
- Excellent knowledge of social media platforms such as Instagram, Facebook, TikTok, LinkedIn and Twitter.
- Exceptional writing skills are required, with the ability to capture a broader public understanding of BBCM's mission and purpose.
- Keen attention to detail with the ability to prioritize and handle multiple projects at once.
- Must be able to multitask in a fast-paced environment

### Salary

\$ 17-18

### To Apply:

Please email your resume and cover letter to [hr@bbcmkids.org](mailto:hr@bbcmkids.org). Please include the job title of the position you are applying for in the subject line.