

## **Community Events Champion (Volunteer Position)**

**Position Title:** Community Events Champion

**Position Type:** Volunteer, Unpaid

**Location:** Falmouth, Massachusetts

**Hours:** 5 hours per week (Flexible)

**About Us:** Join us in bringing history to life! Our small Cape Cod museum celebrates local heritage, and we need a passionate, outgoing individual who loves connecting with the community and spreading the word about exciting events.

**Position Overview:** As a Community Events Champion, you'll ensure our events are well-promoted and attended by engaging the local community and using your networking skills.

### **Key Responsibilities:**

- **Flyer Distribution:** Identify/ maintain 15+ community locations where event flyers can be regularly distributed. Ensure flyers remain up-to-date/ visible until events occur.
- **Community Engagement:** Work with local shops, businesses, and organizations to promote our events and secure their support in spreading the word.
- **Promotion & Advertising Strategy:** Collaborate with museum staff to brainstorm/ implement strategies to enhance event promotion and attendance. Scout and recommend new/ creative advertising opportunities in the community to maximize event visibility.
- **Resident Feedback:** Engage with local residents to gather insights on where they get info about community events/ provide feedback to help improve our outreach strategies.
- **Event Listings:** Ensure all museum events are listed in the events sections of local newspapers and community bulletins.

### **Qualifications:**

- Passion for community involvement and historic preservation.
- Excellent communication and networking skills.
- Ability to work independently and manage time effectively.
- Knowledge of the local area and its community hubs is a plus.
- Enthusiasm for promoting cultural and educational events.

### **Benefits:**

- Gain experience in community outreach and event promotion.
- Be a vital part of a friendly and dedicated team.
- Contribute to the preservation and celebration of local history.
- Receive complimentary admission to museum events.

**How to Apply:** Join us in making our museum's events a must-attend for the community!

Please contact Rachel Lovett, our Executive Director, at 508-548-4857x15 or

[Rachel@museumsonthegreen.org](mailto:Rachel@museumsonthegreen.org)