



**THE OLD BALDY FOUNDATION, INC.**  
**And Smith Island Museum of History**

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**PROGRAM & OPERATIONS COORDINATOR**

(Full time, hourly, non exempt position)

**REPORTS TO:** EXECUTIVE DIRECTOR

**POSITION SUMMARY:** Reports directly to the Executive Director, this position is responsible for scheduling and managing guided island historic tours, charter bus tours, and school field trip visits. This position is responsible for maintaining the historic accuracy of all programs, labels and information associated with the Old Baldy Foundation including museum exhibits, audio/visual aids, and archives.

**MAJOR DUTIES/RESPONSIBILITIES:**

**Historic Tours**

1. Responsible for marketing and development of the Historic Tour program, including social media outreach and basic graphic design.
2. Is responsible for the overall experience for historic tour guests.
3. Responsible for scheduling, guiding, and staffing for all historic tours and other large groups. Maintains, updates, and monitors Peek Pro, our online tour booking site.
4. Oversees proper golf cart maintenance and appearance.
5. Maintains accurate tour records.

**School Field Trips and Student Experience**

1. Responsible for marketing and development of the Old Baldy Foundation Lighthouse Learners Scholarship Program. Conducts outreach to area schools & home school agencies to raise awareness of the program and increase applicants.
2. Acts as point of contact with school administrators and teachers to schedule site visits. In turn, conveys school field trip visits with Bald Head Island Transportation contacts to schedule and or reserve appropriate transportation requirements.
3. Oversees all aspects of school field trip activities including education, time management, and rotation. Recruits, trains and supervises volunteers as needed. Provides clear instruction to teachers and chaperones. Responsible for developing age appropriate educational programs that comply with NC Public School curriculum.

**Museum Exhibits and Archives**

1. Edits or creates any printed material including labels, press releases, articles and grant material for historic accuracy.
2. Responsible for maintaining Oncell site tour app and audio/visual content. Evaluates areas of improvement needed to increase tour and app participants.
3. Evaluates displays to determine effectiveness and identifies potential areas for improvement.
4. Oversees museum exhibits, makes recommendations for new exhibits and directs creation of new exhibits.
5. Curates and manages collection and archives.

**General**

1. Other day to day duties as needed.
2. Manning admission front desk/gift shop register as needed.
3. Ensuring a positive daily visitor experience.

All employees will comply with OBF's policies and procedures.

**Requirements**

Bachelors Degree in Education, History, Public History, Museum Studies, or other appropriate concentration.

Working outdoors in a variety of weather conditions

Must be able to climb stairs and lift up to 50 lbs.

Valid North Carolina Driver's License

**Preferred Experience**

Three years customer service experience

**Desired skills**

Excellent Computer Skills

Excellent oral and written communication skills

Ability to multitask in a fast paced environment

Ability to work independently and complete projects

Museum exhibit design

Graphic Design and marketing

**BENEFITS:** 65% of Health Insurance  
Accrues annual vacation and sick leave per personnel policy.  
5 paid holidays each year  
Ferry and parking provided by Old Baldy Foundation