

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	Z04
FLSA:	N
WC:	8810
PG:	N/A
EEO:	8

**CLASSIFICATION TITLE: ASSISTANT SITE COORDINATOR
AT BULLOCH HALL (PART-TIME)**

PURPOSE OF CLASSIFICATION

This position is a part-time position at Roswell’s Bulloch Hall and serves as general assistant to the Historic Site Coordinator and is responsible for management of the site in their absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Works with City of Roswell and the Roswell Convention Bureau on the marketing of Bulloch Hall and its events

Creates new programs and events for Historic House Museum

Assists with the Bulloch Hall newsletter

Assists with tours, adult and junior docent programs, outreach programs, and summer camps

Manages lecture series and creates additional living history events

Assists the non-profit Friends of Bulloch Hall, Inc. with quarterly meetings

Develops museum exhibits that can be used for special events

Assists with all events at Bulloch Hall including, but not limited to, Roswell Roots Festival Magnolia Ball, Christmas at Bulloch, Mittie’s 1853 Wedding, Great American Cover-up Quilt Show

Performs other related duties as required.

MINIMUM QUALIFICATIONS AND SKILLS

High school diploma or GED; publicity and website experience; grant writing capability, knowledge of Past Perfect software and Microsoft Office programs, excellent communication and organizational skills; museum experience and love of history preferred.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.