

Museum Coordinator

National Capital Radio & Television Museum
Bowie, Maryland, USA

About the NCRTV Museum

The National Capital Radio & Television Museum (NCRTV) opened in 1999 and is open to the public three days a week.

Located in the 1906 Harmel House, the Mitchellville general storekeeper's residence, the NCRTV museum operates in union with the property owner, the City of Bowie. It presents the history of broadcasting, a medium that dramatically shaped our lives from the 1920s to today, through active collecting, innovative programs, and fascinating exhibitions.

Position Overview

The Museum Coordinator serves as the primary support staff for the museum. Primary responsibilities encompass volunteer coordination, event / program management, and other administrative duties needed to help facilitate the smooth functioning of the museum.

Major Duties and Responsibilities

Key responsibilities include overseeing and managing aspects of the museum's operations, including, but not limited to: overseeing the museum's volunteers, public event and outreach, overseeing public inquiries, memberships, as well as other administrative tasks as needed.

Volunteer Coordination Responsibilities

- Prepare monthly docent schedule and ensure adequate coverage during open hours.
- Schedule special tours, children's programs, museum outreach and coordinates volunteer involvement.
- Serve as the liaison between volunteers and Executive Director.
- Receive and process volunteer applications and background checks.
- Oversee continuing education initiatives for volunteers

Events, Community Outreach, and Education Responsibilities

- Manage and schedule museum programs and public offerings, including Wednesday Night Lectures, Radio Repair Classes, tours, and outreach activities.
- Coordinate event logistics, including scheduling, volunteer staffing, and post-event follow-up.
- Lead community outreach efforts to expand visibility, engagement, and attendance.
- Develop and maintain partnerships with schools, community organizations, and cultural partners.
- Assist with the development and delivery of educational programs and outreach initiatives.
- Oversee the communication and promotion for events, outreach, and educational programming on social media.
- Track participation data and contribute to reporting on program reach and outcomes.

Administrative Responsibilities

- Receives and processes membership applications.
- Maintains and updates museum Membership database.
- Responds to visitor and researcher inquiries.
- Maintains and develops content for the museum's social media accounts.
- Drafts and implements communications and outreach per instructions from the Executive Director.
- Monitors supplies and purchases office, collection and operational supplies as needed.
- Maintains clean office space, and participates in the regular housekeeping of museum galleries, storage, and entryway.
- Other administrative duties as assigned.

Requirements

- Bachelor's degree or equivalent experience.
- Strong organizational skills and ability to manage shifting priorities in a public-facing environment.
- Strong interpersonal communication skills with the ability to lead volunteers with professionalism.
- Comfortable in Microsoft Office Suite and Google Docs.

To apply, please send a cover letter and resume to info@ncrtv.org with "NCRTV Museum Coordinator Position" as the subject. Materials should be submitted by July 3, 2026.

Interview process will start with a preliminary 10-minute phone screen, and we anticipate that formal interviews will be a 30-minute staff conversation and then a ~30-minute search committee meeting. Must be legally authorized to work in the United States without the need for employer sponsorship. Employment is contingent upon successfully passing a background check.

Equal Opportunity Employer Equal Opportunity Employer

NCRTV museum is committed to equal opportunity and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The NCRTV museum does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, genetic information, or veteran status in its processes, educational programs and activities, and employment practices

Compensation

This is a part-time, hourly position compensated at a rate of \$16.00 per hour. The position is scheduled for 30 hours per week and is paid on a bi-weekly basis, in accordance with the museum's payroll practices. Weekly hours are typically consistent, with exceptions for occasional afterhours events / programs.