

JOB DESCRIPTION: Visitor's Center Director

Date: 02/28/2017

It is the intent of the Castine Merchants Association to engage a part time director of the Castine Visitor's Center (CVC) and to provide position oversight.

The primary function of the position will be to recruit and coordinate work schedule of volunteers and if needed, fill-in for any vacant slots. Work related to the CVC includes maintenance and housekeeping at the Visitors Center, sale of merchandise (Castineopoly and hats/t-shirts) at the Visitors Center to benefit the Promotions subcommittee, promote the Visitors center for special events and off-season pop-up shops.

As time allows, the director will also assist the Castine Merchants Association with billing, collection of membership and display payments, assist with display organization and location-related tasks, coordinate Welcome Bag stuffing parties, and keep an updated community calendar with input from Maine Maritime Academy and community non-profits.

It is the ultimate goal for this director position to be partially self-sustaining, taking over the paid tasks of maintenance of social media content on Facebook and Twitter, coordinating seasonal fundraising events e.g. Light Up Castine, the sale of banner ads on the Town's website and coordinate Castine Merchants Association coop advertising. In addition, the position could grow to encompass coordination of Bastille Day and other annual community festivities.

Work Hours:

- The Castine Visitors Center is currently open to the public seven days per week from Memorial Day weekend to Columbus Day. The hours are 9am to 4pm Monday-Saturday and 12noon-4pm Sunday. This will be a 20 hour/week position with the first priority to fully staff the CVC when open.

Compensation:

- Hourly compensation based on qualifications and experience, and paid biweekly.