

POSITION: Events & Rentals Coordinator, Yamhill Valley Heritage Center.

STATUS: Independent Contractor preferred; possibility of employee status

COMPENSATION: \$20,000-\$25,000 per year (plus bonus potential), depending on experience and job duties finalized by YCHS and successful applicant

REPORTS TO: President, Yamhill County Historical Society

Position Summary

The Yamhill County Historical Society (YCHS) seeks to acquire the services of a qualified professional to support its events and rentals at the Yamhill Valley Heritage Center. YCHS invites proposals from interested independent contractors with experience in advertising, marketing, event planning, fundraising, media planning and management, social media strategy, implementation, and management, grant writing and administration.

The ideal candidate will have passion for the mission and vision of YCHS and be a hands-on team leader. The Events & Rentals Coordinator will report to the YCHS President and will work to make YCHS and the Yamhill Valley Heritage Center a vibrant and welcoming organization to promote, preserve and educate about the heritage of Yamhill County. Over the next five years, YCHS will develop and promote new events, programs, and exhibits to increase community awareness and attract new and returning visitors, expand the use and revenue generation of facilities, strengthen internal systems, expand and train staff and volunteers, and develop plans to diversify the funding base.

The contract period will be from date of hire for one year, based on contract provisions and performance.

Scope of Work

The scope of work will include the following:

- Oversee and work with current committees, volunteers, sponsors, and others to produce and expand Yamhill County Historical Society's events at the Yamhill Valley Heritage Center. The current four major events are: Farm Fest & Plowing Competition held on the 2nd Saturday in April, Harvest Fest held on the 3rd weekend in August, Treasures in the Attic held on the 3rd Saturday in September, and Handmade Holidays Bazaar held on the 1st weekend in December. There are also 6-8 smaller events. The Events & Rentals Coordinator will continue with the goals of preserving and sharing Yamhill County's agricultural history, providing a family-friendly event for the community, and working to improve the events and increase revenue and attendance. Such coordination will include

scheduling activities, food, attendance, sponsors, vendors, volunteers, promotion, printed and marketing materials, logistics and other details as necessary.

- Oversee rentals at the Yamhill Valley Heritage Center, a property owned by the Yamhill County Historical Society. The Events & Rentals Coordinator will market the facility's space to individuals, businesses and organizations, schedule rentals, manage contracts and payments, and oversee the set-up, event, and clean up, utilizing volunteers and paid staff. The Events & Rentals Coordinator will work with Heritage Center Facilities Manager, Activities & Events Committee Chair, and Education Chair to coordinate use of the facilities.
- YCHS desires that the scope of work will also include assisting with grant writing, program development, and expanding YCHS membership and volunteer base, as agreed upon.

Skills Needed

Excellent time management and communication skills, ability to manage multiple projects independently, sales ability, experience managing a rental facility or capabilities to do, experience organizing and implementing events, ability to recruit and work with a wide variety of volunteers, vendors, sponsors, and members.

Response Requirements

To be considered a candidate, an applicant must forward prior to February 28, 2017, a resume reflecting all positions held over the past 10 years, along with a cover letter explaining your qualifications. Additionally, all candidates must provide a 12-month fee schedule. Incomplete submissions will not be considered. Applications will be accepted by email at the following address: charleshillestad@cs.com