



Job Title: Program Coordinator

Department: Programs

Salary: DOE, benefits include medical, paid vacation, & retirement contributions

Open period: Open until filled

Hours: 40 hours a week

Work week: Thursday – Monday, 9am – 5pm

Location: Snoqualmie, WA (multiple locations)

The Museum:

The Northwest Railway Museum is a private non-profit located in the City of Snoqualmie. The organization has a mission to develop and operate an outstanding railway museum where the public can experience the excitement of a working heritage railway, and see and understand the role of the railway in the settlement and development of Washington State and environs.

The Museum serves more than 120,000 visitors annually and is staffed by five full time & four part time employees, and 198 volunteers. The Museum campus incorporates more than 39,000 square feet including collections care, exhibits, collection storage, a library & archives, and visitor services. The collection includes the iconic Snoqualmie Depot, a five-mile railway, five bridges, and an additional 60 large objects including locomotives and coaches. The Museum operates a heritage railway that carries more than 45,000 museum visitors per year.

Volunteers operate trains and engines; repair locomotives; perform collections care including welding, machining, sanding, fitting, painting and more; change railroad ties; help sort and catalog objects; perform as docents; and even operate a vintage stove. The Museum is successful because of its loyal and dedicated volunteers.

Position Summary:

The successful candidate for the Northwest Railway Museum's Program Coordinator position will be a self-starter with a proven ability to learn. They will have experience working with volunteers, especially at not-for-profit institutions, prior customer service experience, and ideally will possess a four year post high school degree (i.e., Bachelor's) or equivalent.

The Program Coordinator will manage the Museum's volunteers and help to plan and execute special events including Day Out With Thomas™ and Santa Train®. The successful candidate will work well in a team environment; have working knowledge of computer applications such as Microsoft Word, Excel, Outlook and Past Perfect, and have excellent writing, reading, and interpersonal skills.

Duties will include volunteer recruitment; processing volunteer applications and performing background checks; tracking volunteer hours; coordinating training of volunteers; scheduling, coordinating and managing volunteer staff for regular programs and special events; processing vendor applications; hiring musicians and other artists; soliciting sponsors; working within a budget; other duties as assigned; and working closely with the senior staff to develop long-term strategies, goals and plans for the successful improvement and expansion of the Museum's volunteer-staffed programs.

The work week is Thursday thru Monday and may include some holidays. VEC will be based primarily out of the Museum's Railway Education Center, but may work on occasion at the Snoqualmie Depot (during events including Day Out With Thomas™, Snoqualmie Railroad Days, Santa Train and Outreach Activities).

Successful candidate will be subject to a background investigation, credit check and a written composition exercise. Preference given to applicants with prior living history and/or museum experience.

Please send cover letter and résumé to info@TrainMuseum.org

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