



GULGONG HOLTERMANN MUSEUM

CO-ORDINATOR CONTRACT POSITION (Commencing October 2022)

A. The Museum Co-Ordinator is responsible for the overall professional management of the Museum and all daily operations, including:

- **Recruiting, training, supervising and supporting volunteers.**
- **Taking group, coach, and educational bookings, and sending out Tax Invoices for these.**
- **Managing and writing up the monthly volunteer roster.**
- **Overseeing workplace health and safety.**
- **Liaising with the Museum's Treasurer on all financial matters.**
- **Managing and ordering merchandise.**
- **Records keeping.**
- **Overseeing (but not managing) Museum Teams.**
- **Museum marketing.**
- **Six-monthly newsletters and monthly articles for local media.**
- **Liaising with and reporting to the GHM Management Committee at its monthly meetings.**

B. Weekly Hours and Remuneration:

- **15 hours per week @ \$35.00 per hour = \$525.00**
- **Add 12% Superannuation = \$ 63.00**
- **TOTAL WEEKLY PACKAGE = \$588.00**

C. Since this is a contract position the successful applicant will need to take out their own insurance cover but this will be reimbursed by GHM Inc.