

Events and Marketing Coordinator

At the Children's Museum of Southern Minnesota, we believe our team is part of something extraordinary. Our Museum is community-built and community-sustained, with a mission to ignite the natural curiosity of every child through the power of play in a dynamic, awe-inspiring environment. As an Events and Marketing Coordinator, you will have the opportunity to perform meaningful work and find enjoyment in the energy this lively environment inspires.

Join our team!

Reporting to the Vice President of Development, our Events and Marketing Coordinator has the responsibility of working in a fast-paced environment and overseeing the Museum's events and social media. Weekday and some weekend availabilities are expected, as well as availability for additional hours for special events and programs. This position is a non-exempt, part-time role averaging 20 hours per week. This position is eligible for our matching SIMPLE IRA plan.

Take the next step! Please submit a resume to Heather Otto, Vice President of Operations, at info@cmsouthernmn.org.

Hourly Wage: \$21/hour

Job Responsibilities

Event Coordination

- Plan, coordinate, and execute events from concept through completion (e.g., fundraising, community, and program events).
- Collaborate with internal teams and external partners to ensure seamless logistics (venues, vendors, volunteers, permits, timelines).
- Manage event budgets, track expenses, and provide post-event reports.
- Develop run-of-show timelines, scripts, and promotional collateral.
- Assist with volunteer recruitment and coordination.
- Be on-site point of contact during events and ensure a positive attendee experience.

Social Media & Digital Content

- Create, schedule, and publish content across social media platforms (Facebook, Instagram, LinkedIn, etc.).
- Engage with online audiences through comments, DMs, and community building.
- Track analytics and use insights to grow reach and engagement.
- Collaborate with team members to gather stories, photos, and videos that reflect our mission and impact.
- Support digital campaigns around events, fundraising, and awareness initiatives.
- Stay on top of trends and recommend ways to innovate digital storytelling.
- Create and publish E-News

Qualifications

- 1–3 years of relevant experience in event planning, marketing, social media, or nonprofit work.
- Strong project management and organizational skills.
- Comfortable juggling multiple deadlines and shifting priorities.
- Excellent written and verbal communication skills.
- Confident using social platforms, scheduling tools (like Hootsuite and basic graphic tools (Canva, Adobe Express, etc.).
- Available to work some evenings and weekends for events.
- A positive, collaborative spirit and sense of humor!

Preferred But Not Required

- Experience in nonprofits, arts/culture, education, or mission-driven work.
- Basic photography/videography and editing skills.
- Knowledge of email marketing or website CMS platforms.

Work Conditions

- Job requires exerting up to 10-20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects
- Job requires ability to
- Job requires a high degree of interaction and engagement with others
- Job requires a high degree of attention to detail, ability to coordinate events indoors and outdoors



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About the Children's Museum of Southern Minnesota

The Vision for the Children's Museum of Southern Minnesota is to be a catalyst for building a stronger, more vibrant community around play so that all children in our region share a bright future of opportunity and well-being. Located in Mankato, Minnesota, the Museum welcomes nearly 100,000 visitors and maintains over 2,100 memberships annually, and continues to be a resource for the region, providing the opportunity to experience the joy of learning through the power of play to all children and families.

The Children's Museum of Southern Minnesota is an equal opportunity employer.

PLAY. IT'S WHAT WE DO.