

Fundraising Manager

Required Tasks:

- Set and develop the annual fundraising plan to support the overall strategic objectives of the museum.
- Identify, design and implement strategic fundraising projects, as and when required.
- Prepare and manage the annual fundraising department budgets.
- Develop, implement and maintain applied fundraising policies and procedures
- Develop a diverse range of sustainable funding streams to support and expand the work of the museum.
- Conduct research and develop a comprehensive fundraising database that captures all relevant information, as well as handle all administrative aspects of fundraising.
- Lead a current fundraising campaign and develop sustainable and diverse fundraising portfolio.
- Establish goals for soliciting funds; develop policies for collection and safeguarding of contributions, and coordinate disbursement of funds.

Graphic Designer

Required Tasks:

- Create designs, concepts, and sample layouts, based on knowledge of layout principles and aesthetic design concepts.
- Illustrate concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Prepare finished copy and art by operating typesetting, printing, and similar equipment, purchasing from vendors.

Educational Facilitator

Required Tasks:

- Assist and guide visitors during their educational experience.
- Implement educational programs in a friendly way to make loveable and interesting visits.
- Assist visitors with disabilities to ensure enjoyable and beneficial visit.
- Greet visitors (Schools, families, groups) and provide orientations and a brief of the museum.
- Maintain the best condition of the exhibits' items to ensure readiness and safety in coordination with the maintenance department and ensure malfunctioning items are reported and solve properly.
- Monitor and maintain exhibit supplies and items quantities and storage to ensure readiness and availability when needed.
- Supervise volunteers' attendance and monitor their assigned tasks.

Educational Facilitator (Mobile Museum)

Required Tasks:

Provide interactive and enjoyable activities to children visiting the Mobile Museum on its tour; respond to their questions and inquiries.

- Assist and guide children during their educational experience.
- Implement educational programs in a friendly way.
- Assist children with disabilities to ensure enjoyable and beneficial experience.
- Maintain the best condition of the exhibits' items to ensure safety while logiest them.
- Monitor and maintain exhibit supplies and items quantities and storage to ensure readiness and availability when needed.
- Supervise volunteers' attendance and monitor their assigned tasks.
- Perform other tasks related to the job assigned by the direct manager.
- This job requires inbound travel and long stays in Jordanian Governorates.