

Coachella Valley History Museum Community Outreach Representative

*Independent Contractor Position

*Not an employee of Coachella Valley History Museum, however, whenever representing the museum in a public setting, proper professional attire, verbiage and behavior necessary.

*Post photos with tags on social media attending each event same day.

*\$25 per networking event not to exceed \$1000 in a 30 day period

*\$25 compensation for any on site tours

*\$25 per hour working an event. Not to exceed 4 hours per event without authorization.

*20% commission on any Museum event space rental directly “booked” by rep. Paid upon signed contract and event payment in full.

Internal note: Commission portion will be non refundable.

*Clear Monthly Invoice submitted to CVHM on the 1st of each month

*If a call comes in to the office directly, staff will ask, “how did you hear about us?” If it is a result of the Representative, commission will be applicable.

*If in question, present “back up” to interim Executive Director.