

Programs Assistant (*Limited Term Employment*)

Place of Employment: Sharlot Hall Historical Society (Non-Profit)

Length of Employment: 12 Months

Number of Hours per Week: 20 hours; Flexible Schedule

Hourly Pay: \$14.50 per hour

Benefits: At 3 months of employment, employee will be able to use Paid Time Off. No additional leave and medical benefits.

Department: Education

Supervisor: Education Program Manager

Position Overview:

The *Programs Assistant* works with the *Education Program Manager* and *Education Assistant* to coordinate, implement and evaluate educational and public programming for a range of audiences, specifically youth and families. The *Programs Assistant* also supports the museum's volunteer program and contributes to community outreach programs and events.

Job Duties:

Educational Programming

- Assists in the development, organization, implementation, and evaluation of a range of educational programs; including the museum's Day Camp programs; *Living History Adventure* program; in exhibit hands-on activities; as well as additional youth and family programs;
- Assists with the Tour Program by conducting research on local historical topics and leading tour groups through the campus;
- Assists with the development and organizing of material for the educational *Traveling Trunks* Program;
- Reviews, develops and drafts digital resource materials for K-12 and adult audiences;
- Supports K-12 outreach through participating in classroom presentations and programs, education fairs, and through the development of learning resources;
- Organizes and prepares educational materials for festival and special event activities and programs; Assists with implementation of activities.

Community Outreach and Events

- Participates in history presentations to area community organizations, clubs and service groups.
- Supports outreach efforts by organizing materials for and/or participating in community events and volunteer fairs;

Volunteer Services

- Supports Volunteer Training through preparation, organization and distribution of learning materials and resources;
- Assists with the training, support, and supervision of educational programming volunteers;
- Provides ongoing support of volunteers in the historic houses by providing breaks.

General Museum Work

- Assists in the set-up of, and participates in special events, programs and fundraisers as assigned;
- Other Duties as Assigned.

Minimum Qualifications

- Has completed, or is currently on track to complete, at least an Associates Degree in a field related to Education, History, Anthropology, Archaeology, or the Humanities; has taken coursework in the education, history or a related social sciences field.
- Has some experience with and is comfortable working with youth and families from a range of cultural, racial, socioeconomic, and educational backgrounds.
- Has a positive attitude and is comfortable in front of audiences.
- Is flexible, open and creative.
- Works well with and is responsive to coworkers, volunteers and visitors.
- Has experience with researching, writing about, and presenting on a range of historical topics.