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BARRE, VT 05641-4209
PHONE: 802-479-8500

Vermont Historical Society

Job Title: Program Assistant

State equivalent Pay Grade: 17

FLSA Status: Part-time, non-exempt

Supervisor: Director of Service and Outreach

Last Revision Date: March 15, 2024

General Description

The Program Assistant will provide support to other members of the education staff, particularly with respect to the daily operations of the Museum and planning and delivery of educational programs. This is a part-time position that includes required Saturday hours.

Primary Responsibilities

- Provide assistance and support, including program delivery & content creation, for educational programs and projects, including History for Homeschoolers, Vermont History Day, History Kits, and the Vermont History Explorer website.
- Assist with school programs administration, including coordinating group visits with the State House Tour Coordinator and VHS staff, communicating with teachers, leading programs, cleaning exhibit and programs spaces, and interacting with school groups as needed.
- Assist with daily operations of the Vermont History Museum, including staffing the admissions desk, opening/closing the facility, and the maintenance of exhibitions.
- Other duties as assigned.

Relationships

The Program Assistant reports to the Director of Service and Outreach, working collaboratively with the Outreach Educator and the Museum Educator.

Environmental Factors

- Duties are performed in a standard office setting based in Montpelier, VT, with occasional work in Barre, VT.
- Saturday work required.

Qualifications

- Undergraduate degree in history, education, or related field preferred.
- Ability to work with K-12 audiences in an educational setting.
- Operating knowledge of Microsoft Word and Outlook.
- Ability to learn and use new computer systems and information technology.
- Able to easily engage students, visitors, and guests.
- Attention to detail and good communication skills.