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BARRE, VT 05641-4209
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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: December 20, 2023

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 regular Saturday hours.

Primary Responsibilities

- Provide assistance and support, including program delivery, for educational programs and projects, including History for Homeschoolers, Vermont History Day, 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
- Saturday work required.

Qualifications

- Undergraduate degree in history, education, or related field preferred.
- Ability and experience working with K-12 audiences in an educational setting.
- Able to easily engage students, visitors, and guests.
- Attention to detail and good communication skills.