

## **Programs Assistant – part time**

Reports to: Education Director

Status: Part-time, hourly, non-exempt

Hours: approximately 20 hours per week, Tuesday through Saturday, as needed

**Job Summary:** Assist Educator & Student Engagement Coordinator with coordinating, scheduling and hosting school and group tours. Assist with other educational programming as needed.

### **Essential Responsibilities:**

- Schedule school, scouting, and other groups for museum visits.
- Communicate relevant information to the tour group leader and Museum staff
- Create and communicate a weekly schedule of group visits.
- Coordinate staff coverage for group visits.
- Maintain attendance and satisfaction statistics for group visits.
- Assist with maintenance of Education offerings in the Museum's ticketing system.
- Help execute other educational programming as needed.
- Other duties as assigned.

### **Job Qualifications:**

- 2 years of college required, Bachelor's Degree preferred
- 1 year of experience in an administrative support role; experience in a museum or school setting a plus
- Computer experience (proficiency with Microsoft Word, Excel, Outlook, Google Classroom, etc.)
- Confident and quick learner with new technology
- Strong oral and written communication skills; comfortable with public speaking
- Collaborative and team-oriented, yet with the ability to work independently
- Strong attention to detail, ability to prioritize, and follow-up skills

### **Essential Functions (ADA):**

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion: Substantial movements (motions) of the wrists, hands, and/or fingers is required.
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force. frequently to lift, carry, push, pull or otherwise move objects, including the human body.
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned.
- Ability to travel to and from job location.



This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by:

\_\_\_\_\_ Date: \_\_\_\_\_  
(Employee signature)