

Historic Cherry Hill is seeking an Education Assistant to begin ASAP. The position is for approximately 15 hours per week, at \$18 per hour. There may at times be opportunities for additional hours to work on specific grant-funded projects, including research and digitization work. This position includes paid time off.

About HCH: Built in 1787 for Philip and Maria Van Rensselaer and lived in continuously by 5+ generations of extended family, enslaved people, descendants, and domestic workers until 1963, Historic Cherry Hill (HCH) tells a story of America through the lives and experiences of one Albany household. Rare among this country's house museums, Cherry Hill's extensive and intact collection includes more than 70,000 items-decorative arts and furnishings, books, diaries, documents, clothing, bedding, photographs, and other objects reflecting daily life.

Our Mission: Historic Cherry Hill invites diverse audiences to explore American history through the unique lens of one Albany household and, through intimate encounters with the past, encourages audiences toward new perspectives on their own stories and place in history.

Description: The *Education Assistant* will report to the *Director of Education* and is responsible for helping to fulfill the educational mission of the museum- through tours, field trips, programs, and events- and the coordination of volunteers to carry out that mission.

Responsibilities include:

- Communicating openly with other staff, trustees, volunteers, and all visitors in a clear, effective and respectful manner.

Head Guide duties:

- Deliver guided tours for the general public, especially during peak visitation periods, and during special events, as needed; Check in visitors using online software and make gift shop sales using Square.
- Schedule and monitor work stints for volunteer tour guides and greeters- working with the *Director of Education* to identify scheduling needs- and communicating with HCH staff, trustees and volunteer guides as needed to make sure all tour times are covered.
- Assist the *Director of Education* with tour guide recruitment: Support training of new and returning guides; Support *History Is Now* after-school and summer teen guide program, in cooperation with the *Director of Education* and *Teaching Assistant*, as needed; Research topics relevant to training, prepare materials, and participate in training.
- Maintain a welcoming, clean, and orderly atmosphere at HCH's entrance and Orientation Room, ie: brochures, gift shop, and other desk materials, as needed; follow *Front End Protocols* and *Security and Emergency Procedures*, updating as needed in collaboration with the *Director of Education*.

- Historic housekeeping, following safety and preservation procedures, as needed.

Program Assistance:

- Assist the *Director of Education* in all aspects of education programs for a diverse range of audiences, including schools, seniors, and community groups, on and off-site.
- Co-teach school programs for on and off-site groups; assist with virtual presentations and remote school visits.
- Assist the *Director of Education* in communicating with contacts before and after programs; prepare pre-visit and post-visit materials as needed.
- Manage education props and materials: Create, set-up, take down, maintain, and store materials; assist in the organization of paper and electronic education records.
- Cooperate with the *Director of Education* and the *Marketing and Community Engagement Associate* in developing content for electronic media, in maintaining and updating education information on social media and website pages; update electronic contact lists, and assist with publicity and marketing efforts.
- Assist the *Director of Education* and *Marketing and Community Engagement Associate* with community engagement, including tabling at events, attending virtual or in-person meetings, and co-presenting activities for school age children and other groups, on and off-site.

Volunteer Coordination:

- Maintain electronic records of volunteer hours and contact information.
- Attend volunteer meetings, refresher sessions and training sessions for staff and volunteer museum teachers and guides, assisting as needed.

Additional Duties:

- Work at special events, as needed; assist *Executive Director* and *Director of Education* in scheduling and briefing volunteers for special events.

Qualifications: Prior experience working with the public in a problem-solving capacity required; experience in the museum or education fields preferred, and; a desire to work collaboratively with multi-generational and diverse audiences in a variety of settings a must.

This position requires the ability to work some evenings and weekends according to the museum's seasonal schedule. Other hours are flexible and can include working from home.

Candidates should also possess the following skills and characteristics:

- Organization and an aptitude for organizing information in a simple and usable fashion
- Excellent verbal communication skills
- Skilled at working individually as well as collaboratively with others
- Self-motivated, punctual, and responsible

- Attention to detail
- Willingness to learn and use various technologies and computer applications

Historic Cherry Hill is an equal opportunity employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, gender identity or Veteran status.

Contact: Interested applicants should send a cover letter, a resume or CV, and contact information for two references (as well as any questions) to Holly Kilgore, the Director of Education, at holly@historiccherryhill.org.