

Museum Educator / Office Administrator for Non-profit Museum. Interest in local history and experience in curating museum collections is a must.

Join Our Team at the Old Fort House Museum as a Museum Educator and Office Administrator.

Are you a passionate storyteller with a keen interest in local history and a knack for organization? The Fort Edward Historical Association is seeking a motivated and enthusiastic individual to join our team as an Educational Director & Office Administrator who will also work with our museum collections curating team.

This unique role combines the excitement of developing and delivering engaging educational programs with the essential support of administrative tasks, ensuring the museum runs smoothly and our rich local history is brought to life for diverse audiences.

About the Fort Edward Historical Association and the Old Fort House Museum Campus:

Comprised of DESCRIPTION

The Fort Edward Historical Association is a non-profit (registered 501(c)(3) charitable organization) museum that is dedicated to preserving and sharing the history of the Saratoga, Warren, Washington, Rensselaer County Region. Its mission is to engage the community through interactive exhibits, educational outreach programs in schools, and hands-on experiences that highlight the area's stories and legacies. It is committed to fostering a love of learning and a deeper understanding of local heritage.

Key Responsibilities:

Educational programs and outreach:

- Research, develop, and implement engaging educational programs and activities for various age groups, including school groups, families, and adult learners.
- Conduct research pertaining to local history to develop program content and materials.
- Lead and assist with museum tours, workshops, and special events, both onsite and in the community.
- Recruit, train, and manage museum volunteers (docents) who assist with education programs and tours.
- Assist in creation and development of educational materials, brochures, worksheets, and online content/social media, that align with the museum's mission.
- Assist with outreach to local schools, community organizations, and other potential partners to promote educational programs and forge collaborations.
- Lead a team of people to assist with accessioning and filing of historical materials.

Administrative support:

- Provide administrative assistance to the museum Executive Director and other staff, including managing calendars, scheduling meetings, and handling correspondence.
- Maintain and organize files, both physical and digital, and manage office supplies and equipment.
- Assist with event planning and logistics for museum programs and special events, including managing guest lists and coordinating with vendors.
- Support financial administration by processing invoices, tracking expenses, and assisting with budget management.
- Perform general reception duties, including answering phones, responding to emails, and greeting visitors with a positive and welcoming demeanor.
- Utilize and maintain museum database systems, ensuring accurate and up-to-date information.

Qualifications:

- Bachelor's degree in History, Museum Studies, Education, or related field. Museum archival and collections experience needed using the Past Perfect Database Program.
- Demonstrated passion for sharing local history with others.
- Excellent written and verbal communication and interpersonal skills.
- Strong organizational skills, attention to detail, with the ability to manage multiple tasks and prioritize effectively.
- Proficiency in Microsoft Office Suite and a willingness to learn other relevant software or database systems.
- Familiarity with social media platforms and ability to use them regularly to promote museum activities.
- Ability to work independently and as part of a collaborative team, interacting with staff, volunteers, and the public in a professional and courteous manner.
- Availability to work some evenings and weekends for events and programs, as needed.

Preferred Qualifications:

- Experience as a volunteer or intern in a museum, historical society, or educational setting.
- Experience in a non-profit environment, particularly with a focus on fundraising or grants.

This position offers an opportunity to gain experience in the museum field and contribute to a non-profit organization. If you enjoy history and have strong organizational and communication skills, apply!

Salary Type: Hourly – Ranging from 20-35 hours per week

Salary Range*: \$18.00 - \$24.00 per hour

Insurance Benefit Bi-Annual Stipend: \$500.00

*Posted Salary Rates are Determined upon Experience and Education

To Apply:

Submit a resume and cover letter explaining interest in the position and relevant experience to:
oldfort@albany.twcbc.com

with the subject line "Museum Educator & Office Administrator Application."

Application Deadline: October 22, 2025

The Fort Edward Historical Association is an Equal Opportunity Employer.