Part – Time Site Assistant/Educator (24hrs/week, year round, with potential for additional hours)

Pay range $15 - $18/hr (commensurate with experience)

The Old Fort House Museum

Fort Edward Historical Association

29 Broadway, Fort Edward NY, 12828

The Fort Edward Historical Association housed at the Old Fort House Museum is a non-profit association that has been chartered by the New York State Board of Regents since 1927.  The collection includes approximately 200,000 artifacts from Fort Edward and the surrounding region.  It features a multi building complex of local artifacts.  The museum is open seasonally from June through October and year round by appointment for school and private tours.

Position overview:

The Site Assistant/Educator will support the Executive Director with day to day operations, assist in presenting group tours and manage the administrative aspects of the organization.

Duties:

* Process membership applications and acknowledgements.
* Draft email and mail correspondence on behalf of the Executive Director
* Draft Press Releases and Email blasts
* Update social media platforms the website, and event calendars
* Assist in the production of newsletters and appeals
* Present group tours and coordinating events
* Assist with projects on campus as needed
* Present programs in classroom & virtually

Required Qualifications:

* Associates Degree minimum
* Previous administrative experience, preferably in a cultural institution and/or non-profit organization.
* Flexibility and positivity in dealing with new experiences and people.
* Must be available to work some weekend hours

Preferred Qualifications:

* Bachelors Degree in a related field and 1-2 years of experience in a cultural organization.
* Experience using Wordpress and the Microsoft Suite
* Interest in museums/cultural institutions, or New York State History

Please submit cover letter and resume via email to oldfort@albany.twcbc.com by 5/25/20