

## **Programs Assistant**

Reports to: Education Director

Status: Full-time, hourly, non-exempt

Hours: 40 hours per week, Monday through Friday, occasional evenings or weekends to attend programs as needed

**Job Summary:** Assist Museum Educators 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 greeting and leading tours for Every Student Initiative school groups.
- Assist with creation of group tour documents for Every Student Initiative groups.
- Assist with maintenance of Education offerings in the Museum's ticketing system.
- Help execute other educational programming.
- 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 preferred
- Computer experience with Microsoft Office
- 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)