

Educator/ Administrator

Dedham Historical Society & Museum, Dedham, MA

Please send cover letter and resume to society@dedhamhistorical.org

Accepting applications through October 12, 2018

The Dedham Historical Society & Museum (DHMS) seeks a part-time educator and administrator. 15 hours per week, Tuesday, Wednesday, Thursday 11-4; can adjust hours.

As a public face of the institution, the individual has a direct impact on the visitor experience. Individual must be outgoing, enjoy history, and be interested in engaging the public and in new ideas; creativity and a positive attitude are essential. Position reports to the Executive Director.

Daily tasks include but are not limited to the following:

- Welcome visitors, respond to questions, provide museum tours.
- Assist with the coordination of school and public programs.
- Participate in educational programs and activities.
- Research and write collection labels.
- Promote activities and events on social media.
- Organize and oversee volunteers.
- Handle membership materials; prepare bulk mailings.
- Oversee museum shop sales, arrange shipping.
- Handle credit card and cash transactions.
- Track event and museum shop sales; prepare monthly visitor reports.
- Assist with evening and weekend special events.
- General office support.

Qualifications

- Strong customer service skills with all ages; must be positive, engaging, and willing to expand role as needed.
- Comfortable conducting research and able to write about findings in clear, lively prose.
- Comfortable with outreach to community and school groups.
- Have an interest in generating new and creative ideas relating to visitor experience, exhibitions, educational programming.
- Computer skills including spreadsheets; Past Perfect collections and membership database experience a plus.
- Ability to work independently, multi-task, and adjust to different projects in tandem with a small museum environment.
- Ability to function physically in a multi-story historic building; no elevator; will need to carry packages.
- Occasional weekend and evening availability required.

- Candidate must have an interest/experience in history and an enthusiasm to be creative in how people experience and learn history.
- Prefer a candidate with a BA or higher education, or an individual currently enrolled in a history, education, or related field of study, or having a demonstrated interest in history, education, and/or the museum field.