



**Position Title:** Program Assistant – Education & Collections

**Department:** Education & Human Resources – Storrowton Village Museum

**Supervisor:** Director of Education & Human Resources

**Position Type:** Part-time (Tuesday – Friday 8:30am-4pm)

**Pay Range:** \$19-22/hour

**Position Summary:**

Storrowton Village Museum, a department of the Eastern States Exposition is looking to fill part time Program Assistant position to support our Youth Education and Adult Education programs by continuing to build and maintain our collection management database as well as support our youth education programming. The person in this role is exceptionally organized and is attuned with database management and has a knack for the customer service business. The person best suited for this role thrives in a creative environment and is comfortable being a problem solver. This person both values time at a desk as well as getting their hands dirty in our antique buildings to sort through our unique collection or jumping in to assist with costumed youth programs.

Responsibilities include electronic database management, proper handling of museum artifacts and contributing to exhibit design, invoicing and managing Education Department financial transactions, regular phone and email communication, and providing any additional administrative support for the Youth Education programs. Some evening and weekend hours may be required for special events including Hooplandia and The Big E.

**Responsibilities:**

- Maintain invoice/payment tracking for school field trips and summer programs. A redesign/reorganization of processes and electronic forms may be needed, you would take the lead in consultation with the Director.
- Assist Youth Education Coordinator as needed including preparing for field trips, sending post-visit materials, and researching new program strategies.
- Maintain Collective Access collection management system in collaboration with the Adult Education Coordinator
- Support summer youth programming through regular communication with parents, organization of health and travel forms, and collection of payment.
- Collaborate with the Youth Education Coordinator to manage the Big E school program. This includes significant phone and e-mail communication with schools leading up the fair, coordination with multiple departments for ticketing and bussing, as well as greeting groups at various locations throughout the fairgrounds.
- Distribute printed promotional materials to schools, libraries, and other appropriate community partners.
- Answer and return phone calls and direct callers as needed.
- Assist with costumed and non-costumed programming as needed.
- Other duties as assigned to support the Education & Human Resources Department.

**Requirements:**

- High school diploma or equivalent, some college or professional training preferred
- 2+ years administrative, database management, collections management or equivalent education and experience
- Basic bookkeeping/budget management experience
- Excellent verbal and written communication skills
- Detail oriented, organized, and process-driven

- Positive attitude, customer-oriented with good multitasking and organizational ability
- Comfortable working in a PC environment using in Microsoft Office products
- Experience with JotForm or other similar electronic form development preferred
- Able to communicate with professionalism with the public and with all levels of staff
- Reliable transportation
- Comfortable wearing a 19<sup>th</sup> century costume when needed
- Flexibility, humility, and a sense of humor a must!
- Ability to lift or move objects weighing 25lbs.
- Ability to walk, sit and stand for extended periods of time

**To Apply:**

Please fill out our online application form - <https://tinyurl.com/JobsESE> and include your resume and cover letter. Questions regarding the application process can be addressed to [employment@TheBigE.com](mailto:employment@TheBigE.com). Positions are open until filled with an anticipated start date of March 12, 2024.

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