

Job Description: EDUCATION AND COMMUNITY ENGAGEMENT ASSISTANT

Date: August 2022

Reports to: Director of Public Programs

Job Summary:

Temporary grant-funded position. 34 weeks; 15 hours/week; \$22/hour

Start Date: November 1, 2022

The Education and Community Engagement Assistant assists with programs and events for K-12 grade students and teachers, families, community members, and adults that advance the Museum's mission, expand community partnerships, and encourage deeper engagement with diverse audiences. The Assistant will assist with researching, developing, and teaching programs for a range of audiences from families to adults. They will also perform community and school outreach, helping to develop and maintain relationships with partner organizations; teach K-12 school groups, family programs, and community events, assist with public programs for adults; assist with administrative tasks and perform other duties as required to advance Bennington Museum's mission and strategic goals.

Job Duties & Responsibilities:

- Actively seek out and participate independently in community engagement opportunities such as Farmer's Markets, school-community events, public celebrations, etc. to engage new audiences.
- Conduct research to support existing and new programs, including school programs, family programs, musical performances, workshops, etc.
- Lead educational programs for pre-school through college audiences.
- Guide museum tours and tours of Old Bennington for the Museum's Group Visits program.
- Assist in the preparation of materials for programs and events.

Skills and Qualifications:

- Experience working with school, community, and/or public programs
- Excellent oral and written communication skills.
- Knowledge of educational technology.
- Ability to multitask, prioritize work, and to meet deadlines.
- Flexible schedule, frequently able to accommodate both evening and weekend programs.
- Strong public presentation skills.
- Naturally outgoing personality, comfortable interacting with people of diverse backgrounds.
- Valid driver's license and reliable transportation required.

To Apply:

Send resume, cover letter, and references to dmallory@benningtonmuseum.org