



**SACRAMENTO  
HISTORY ALLIANCE**  
*Connecting People Through History*

## **Sacramento History Museum**

### **Old Sacramento Living History Coordinator**

(A part-time nonexempt position)

The Old Sacramento Living History Coordinator is responsible for planning and implementing Old Sacramento Living History programs. This position is responsible for volunteer coordination and some clerical duties. The position requires some evening and weekend work.

This position reports to the Education & Interpretive Program Manager and works collaboratively with all Museum staff.

Please send resumes to [kswanson@cityofsacramento.org](mailto:kswanson@cityofsacramento.org) or mail to 101 I Street, Sacramento, CA 95814

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Old Sacramento Living History Coordinator is responsible for, but not limited to:

- Recruit, train, supervise, reward and evaluate volunteers.
- Maintain databases and create monthly reports regarding recruitment and all volunteer hours served
- Create monthly a report of programs and attendance
- Coordinate OSLH events and projects including, but not limited to: Gold Rush Days, Ghost Tours, Winter Holiday events, Victorian Teas, Victorian Balls, July 4<sup>th</sup> Victorian Picnic, Collegium, Summer encampments, Sewing Academy, Old Sacramento Parades, etc.
- Prepare for and lead monthly meetings
- Maintain props and costume closet, including an accurate inventory and accountable loan system
- Maintain knowledge of City of Sacramento Parking laws, especially the discounted employee parking program (DEPP)
- Coordinate with other museum staff as necessary for the smooth implementation of all programs, activities and meetings
- Assist with SHA special events and fund-raising activities
- Assist Old Sacramento Historic District and partner organizations with events and programs

- Represent the overall mission, goals, and programs of the Sacramento History Alliance in a wide range of public and professional situations
- Undergoing a background check

#### ABILITY TO:

- Train, reward and evaluate volunteers
- Perform comfortably in front of large and diverse audiences
- Communicate effectively in English, both orally and written
- Organize and conduct programs sensitive to extreme customer diversity in knowledge, education, and culture
- Establish and maintain effective working relationships with Museum employees and volunteers
- Lift and manipulate “props” and equipment necessary to conduct programs, demonstrations, etc.
- Maintain effective working relationships with Board members, Sacramento City, County and State entities, Center for Sacramento History, donors, and community members
- Work evenings and weekends
- Prepare and monitor budgets
- Operate a motor vehicle
- Develop written plans for various projects
- Perform other duties as assigned by the Education & Interpretive Program Manager or the Chief Operations Officer

#### DESIRED QUALIFICATIONS:

- Excellent communication and writing skills
- Experience with first person interpretation
- Excellent interpersonal skills
- Thorough knowledge of California and Sacramento history
- Strong organizational abilities with projects and people
- Knowledge and experience with volunteer management concepts and practices
- Working knowledge of Microsoft Office, Outlook calendaring.
- Working knowledge of Volgistics database software, or ability to learn Volgistics database software.

#### EXPERIENCE:

- Knowledge of California History with an emphasis on Sacramento History required
- Experience with historic reenactments
- Experience in museum educational programs and events
- Staff member in a history museum or closely related organization

#### EDUCATION

- Bachelor’s Degree in history, public history, museum studies or a closely related field of study
- Master’s Degree in Public History preferred