

Full-Time Education Assistant

Job Summary

The Park City Museum in Park City, Utah has an immediate opening for a full-time Education Assistant. The successful candidate will work with the Director of Education on a wide range of educational initiatives including tours and programming to help advance the Museum's mission and strategic plan. The Education Assistant will work under the supervision of the Director of Education.

Duties and Responsibilities:

- Assist Director of Education with adult tours of Museum, school tours of Museum, Main Street walking tours, Glenwood Cemetery tours, and Park Avenue tours.
- Support existing Museum programming and develop and promote at least one new family program.
- Assist Director of Education with the annual Glenwood Cemetery event with ghosts. This includes researching and writing scripts, publicity and marketing, ticket sales, attending rehearsal, and working the day of the event.
- Attend the lectures when scheduled, run the technology, and record the lectures when requested.
- Help the Director of Education plan and organize the annual volunteer appreciation luncheon.
- Research and write articles for the *Way We Were* column for the local newspaper.
- Assist with planning and scheduling hikes for members.
- Design activities for offsite functions when needed.
- Participate as a judge at the Utah History Day Regional and State competitions.
- Assist with publicity and marketing of events, update the website, and send communications to friends and members.
- Help the Director of Education with scheduling and recruiting volunteers for programs, tours, and events such as the annual historic home tour.
- Offer excellent customer service to members, visitors, and friends.
- Take part in cleaning days at the Museum with the rest of the staff.
- Other duties as assigned.

Desired Qualifications:

- Bachelor's Degree in Education, Museum Education, Museum Studies, or a related field required; Master's strongly preferred.
- A minimum of two years of teaching in a formal elementary classroom or in an informal setting like a museum or historical society is preferred. A combination of both teaching experiences is also acceptable.
- Ability to work effectively with all ages, preschool through senior citizens.
- Friendly and outgoing personality and able to connect with diverse audiences including children of all ages and adults.
- Must be extremely well-organized and have the ability to manage multiple projects and work assignments.
- Knowledge of current trends in social studies curriculum, education, and museums.

- Self-motivated and able to work independently, problem-solve, and take initiative.
- Must possess excellent teamwork and interpersonal skills.
- Excellent communication skills, including writing, editing and speaking.
- Working knowledge of Microsoft Office required.

Physical Demands/Work Environment

General office environment with some time spent in the Museum galleries and at the Education Collections Center lecture space. This position requires frequent sitting, standing, walking, talking and hearing. Computer usage involving repetitive hand/wrist motion is also necessary.

Additional Employment Details

This is a full-time salaried position, typically Monday through Friday with occasional evenings and weekends. The employee is expected to work forty hours per week, which includes a thirty-minute lunch break each day. Benefits include paid vacation days, personal and sick leave, floating holidays, retirement plan, and health insurance. Salary: \$50,000 – 55,000 per year.

Application deadline

Applications will be accepted until the job is filled.

Please send resume, cover letter and three references to:

Ms. Diane Knispel, Director of Education at education@parkcityhistory.org with “Education Assistant” in the subject line. NO PHONE CALLS PLEASE.

About the Park City Museum:

The Park City Museum is a history museum in Park City, Utah that serves a variety of visitors, including the local community and tourists. The Museum’s collection of objects, photographs and archives is remarkably diverse in type and size and offers valuable insights into the history of Park City. Programs offered by the Museum include school and youth groups, tours, lectures, family activities and special events. About 100,000 visitors enter our front doors annually.