



Programming and Outreach Associate

Description:

This position plays a central and fundamental supportive role in HSP's daily and strategic activities, with primary goals being to provide educational programs, raise community awareness, and build public trust. Responsibilities include: assisting with programming development and implementation; leading and coordinating programs and tours; collaborating on marketing, social media, content creation, graphic design, and contributing to overall community engagement.

Hours and Compensation:

This is a part time, permanent position. Hourly rate: \$19, up to 24 hours per week (at least one weekend day required), with additional hours as needed for events and programs. Ability to work onsite the majority of scheduled hours, with flexibility for remote work when appropriate.

To apply, please send a resume and cover letter to Eve Mandel, Director of Education and Outreach: eve@princetonhistory.org.

HSP recognizes that it is highly unlikely that any applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, please consider applying. Ideal candidates reflect the following:

- Enthusiasm for history, especially NJ/Princeton area
- Degree in Museum Studies, History, Anthropology, Library Science, Communications or related field
- Experience with educational programming, social media, graphic design, and related outreach in a small team setting
- Knowledge of related best practices and historical research experience
- Proficiency in or willingness to learn:
 - Google Workspace, Microsoft Office Suite 365, Zoom, Canva, Adobe Photoshop, InDesign, and Illustrator, and Social Media Platforms (Instagram, TikTok, Facebook)
- Demonstrated ability to prioritize, take initiative, and meet deadlines
- Strong work ethic and habits with an attention to detail and consistency
- Strong writing and communication skills
- Creativity, especially as related to outreach and program development
- Ability to work independently and as part of a team
- Personable, flexible, and enjoys engaging with the public
- Stamina to stand/walk for 2+ hours.

To learn more about our work, visit www.princetonhistory.org or follow us on social media platforms.

HSP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.