



**JOB/POSITION TITLE: PROGRAMS ASSISTANT**

**CLASSIFICATION:** Regular, Part-time, non-exempt

**REPORTS TO:** Director of Programs

**About Santa Barbara Trust for Historic Preservation (SBTHP):**

SBTHP is a nonprofit that operates El Presidio de Santa Bárbara State Historic Park located in downtown Santa Barbara. Operator of historical museums and sites, SBTHP provides guided tours, public programs, community events, and educational activities that share the history of the region's layered, multi-cultural past and present.

([www.sbthp.org](http://www.sbthp.org))

**Scope of Position:** The Programs Assistant will help the Programs Department achieve its mission: to interpret, present and encourage enjoyment of the historical and cultural resources of the Santa Barbara Trust for Historic Preservation (SBTHP). Will work closely with the Director of Programs, the Public Engagement team, the Program Planning & Evaluation Committee, affinity groups, and other members of the SBTHP staff.

**DUTIES AND RESPONSIBILITIES:**

1. Supports all aspects of museum and onsite education – assists with developing, implementing, promoting and evaluating educational and interpretive programs for all SBTHP sites, namely El Presidio de Santa Bárbara State Historic Park, Casa de la Guerra, and the greater Presidio Neighborhood. Work includes supporting Director of Programs and Programs Department with public and educational programming for students, families, SBTHP members, community members, visitors and the public (all ages & backgrounds).
2. Responsible for scheduling on-site group tours and school field trip programs; and related communication. Assist with the design and implementation of activities and programs, the collection and enhancement of educational resources, and the development and facilitation of field trip programming that meet the California Social Studies curriculum framework requirements and content standards for all grade levels (particularly Grades 3-5). Respond to the needs of schools and teachers for on-site, virtual, and in-class/off-site visits.
3. Responsible for assisting with the recruitment, training, management, and evaluation of SBTHP volunteers for programs and activities. Responsible for maintaining volunteer data.



4. Assist with the development, writing, and production of education-related materials and activities to enhance SBTHP's interpretive programming.
5. Helps with the preparation, management, staffing, and breakdown of all public and educational programs and events. Maintain an inventory of Program Department supplies and help with selecting and picking up new supplies when needed.
6. Attend monthly staff meetings and other meetings as requested.
7. Opportunities may arise to work additional hours beyond those scheduled in accordance with this job description to assist with other organizational tasks including facility rentals and visitor center duties.
8. SBTHP is a diverse organization with a small staff and many activities; all staff members must be versatile and cooperative in carrying out a variety of responsibilities and duties, as assigned by supervisors and/or the Executive Director.

**QUALIFICATIONS:**

Strong oral, written and organizational and interpersonal skills, along with good computer skills, outgoing and confident manner, ability to perform well under pressure and deal with awkward situations required. Ability to lift up to 35lbs as a regular task, bend, stoop, kneel, sit and stand for long periods of time, and ability to reach overhead required. Driver's license and ability to drive the organization's pickup truck on a regular basis required. Availability to work certain nights, weekends and varying shifts required. BA degree or coursework in history, museum education, humanities or closely related field preferred, some college level coursework required. Experience in teaching both children and adults, and volunteer management preferred. Conversant in Spanish preferred. Experience with audio/video equipment and video conferencing tools like Zoom preferred.

**Schedule:** 20 hours/week (in person, on-site)

**Salary:** \$19 - \$21 per hour, based on experience.

**Start Date:** As soon as possible

**Deadline for Application:** Open until filled

**Application Process:** Please submit completed & signed [application](#), resume/cv, and a short cover letter to: Tucker Foltz, [tucker@sbthp.org](mailto:tucker@sbthp.org)